**undp3** 

**United Nations Development Programme**

**Country: Albania**

**PROJECT DOCUMENT[[1]](#footnote-1)**

|  |
| --- |
| **Project Title:** Establishing Albania’s Environmental Information Management and Monitoring System Aligned with the Global Reporting |
| **UNDAF Outcome(s):** OUTCOME 3: Governance and Rule of Law - The Albanian State executes major governance processes following internationally agreed democratic principles and practices, while upholding the rule of law and eliminating key factors of exclusion of women  OUTCOME 4: Regional and Local Development- Government of Albania implements policies that advance democratic, equitable and sustainable regional and local development |
| **UNDP Strategic Plan Environment and Sustainable Development Primary Outcome:** Mainstreaming sustainable and equitable environmental trends of environment and energy  **UNDP Strategic Plan Secondary Outcome:** Mechanisms for sustainable management of natural resources are created |
| **Expected CP Outcome(s):** ): OUTCOME 3: Governance and Rule of Law - The Albanian State executes major governance processes following internationally agreed democratic principles and practices, while upholding the rule of law and eliminating key factors of exclusion of women  OUTCOME 4: Regional and Local Development- Government of Albania implements policies that advance democratic, equitable and sustainable regional and local development |
| **Expected CPAP Output(s)**  3.4 Line Ministries ensure and enforce the conservation, sustainable use of public goods. (Public goods and common goods: the air we breathe, cultural heritage, natural heritage, biodiversity, recreational areas, coasts, parks, urban spaces etc.)  4.4 Key ministries and local authorities adopt local, regional and national action on climate change adaptation (including short term e.g. DRR) and mitigation across sectors |
| **Executing Entity/Implementing Partner:** Ministry of Environment |  |
| **Implementing Entity/Responsible Partners:** Ministry of Environment, UNDP |  |

**Brief Description**

This project is designed to strengthen capacity for environmental monitoring and information management in Albania by establishing an operational environmental information management and monitoring system (EIMMS) with a focus on biodiversity and protected areas. The project will address the need for an environmental monitoring system that is integrated throughout relevant government institutions and that uses international monitoring standards for indicator development, data collection, analysis, and policy-making. It will also build on existing technical and institutional capacity in Albania to align its management and monitoring efforts with global monitoring and reporting priorities. Increased capacity in this area will improve reporting to the Rio Conventions and lay the groundwork for sustainable development through better-informed environmental policy.

Total resources required $6,399,700

Total allocated resources: $6,399,700

UNDP $50,000

* Other:
  + GEF $970,000
  + Government $100,000
  + In-kind $5,279,700
  + Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

In-kind contributions \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Programme Period: 48 months

Atlas Award ID: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Atlas Project ID: \_\_\_\_\_\_\_\_\_

PIMS # 5308

Start date: July 1, 2015

End Date July 1, 2019 Management Arrangements NIM

PAC Meeting Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agreed by (Government):

Date/Month/Year

Agreed by (Executing Entity/Implementing Partner):

Date/Month/Year

Agreed by (UNDP):

Date/Month/Year

**Table of Contents**

List of Acronyms 5

I. Situation analysis 6

Environment/Sustainable Development Context 6

Policy, Legislative, and Regulatory Context 6

Institutional Context 7

Environmental Monitoring and Reporting 9

Capacity Issues in Environmental Monitoring 10

Country-drivenness 12

II. Strategy 13

GEF Alternative 13

Project Rationale and Approach 13

Project Objective 14

Expected Outcomes/Outputs 14

Sustainability and Replicability 21

Key Indicators, Assumptions, and Risks 21

Stakeholder Consultation and Involvement 23

Program and Policy Conformity 24

Financing 25

Cost-effectiveness 26

Institutional Coordination and Support 27

Core commitments and linkages (coordination with other initiatives) 31

Project Results Framework: 33

Total budget and workplan 41

Management Arrangements and Monitoring and Evaluation Framework 45

Legal Context 49

SIGNATURE PAGE 50

III. PART II: ANNEXES 52

Annex 1: Capacity Development Scorecard 53

Annex 2: Social and Environmental Screening Template 60

Annex 3: Terms of Reference for Key Project Personnel and Consultants 70

Annex 4: Project Preparation Grant (PPG) Status Report 76

Annex 5: References 77

Annex 6: GEF Request for CEO Endorsement (RCE) 79

IV. Part III: GEF Endorsement and Co-financing letters 80

## List of Acronyms

|  |  |
| --- | --- |
| ADZM | National Protected Areas Agency |
| APR | Annual Progress Report |
| BUR | Biennial Update Report [to the UNFCCC] |
| CBD | Convention on Biological Diversity |
| CCCD | Cross-Cutting Capacity Development |
| CCD | Convention to Combat Desertification and Drought |
| CEMSA | “Consolidation of the Environmental Monitoring System of Albania” (EU-funded project) |
| CoM | Council of Ministers |
| DCM | Decision of the Council of Ministers |
| DPSIR | Driving force–Pressure–State–Impact–Response |
| CPAP  ECS | Country Program Action Plan  Environmental Cross-Cutting Strategy |
| CSO | Civil Society Organization |
| EIMS | Environmental Information Management System |
| EIONET | European Environment Information and Observation Network |
| ESD | Education for Sustainable Development |
| EU | European Union |
| FCCC | Framework Convention on Climate Change |
| GEF | Global Environment Facility |
| GIZ | German Society for International Cooperation |
| IPA | Instrument for Pre-Accession Assistance (EU) |
| INSTAT | Albanian Institute of Statistics |
| M&E | Monitoring and Evaluation |
| MEA | Multilateral Environmental Agreement |
| MoE | Ministry of Environment |
| NAP | National Action Plan |
| NCSA | National Capacity Self-Assessment |
| NGO | Non-Governmental Organization |
| NPEI | National Plan for European Integration |
| PEI | [UNDP-UNEP] Poverty Environment Initiative |
| PIF | Project Identification Form |
| PIR | Project Implementation Review |
| SELEA | “Environment Law Enforcement in Albania” (EU-funded project) |
| SIEFW | State Inspectorate of Environment, Forests and Waters |
| STEMA | “Strengthening of the Environmental Monitoring System in Albania” (EU-funded project) |
| UNDAF | United Nations Development Assistance Framework |  |
| UNECE | United Nations Economic Commission for Europe |
| UNDP | United Nations Development Programme |
| UNDP/CO | UNDP Country Office |

# Situation analysis

## Environment/Sustainable Development Context

*Biodiversity:* Albania has a total area of 28,750 km2, of which 24.4% is agricultural land, 36.6% forest and 14.8% pasture and meadow. The remaining 24.2% is classified as other, which includes urban areas, about 135,000 hectares (ha) of lakes and waterways and unused rocky and mountain land. Albania is well known for its high diversity of ecosystems and habitats. Albania boasts a landscape of coastal plains and a largely forested mountainous interior, and it is home to the deepest lake in the Balkans and to three transboundary lakes. Its territory includes maritime ecosystems, coastal zones, lakes, rivers, evergreen and broadleaf bushes, broadleaf forests, pine forests, alpine and sub-alpine pastures and meadows, and high mountain ecosystems. Albania is also well known for its rich and complex hydrographic network composed of rivers, lakes, wetlands, groundwater and seas. Wetlands coverage is 60,215 ha, or 3% of the country, and of this figure around 45,000 ha are four Ramsar sites: Karavasta Lagoon, Butrinti Lake, Prespa Lak and Shkodra Lake. Forests cover 36% of the country’s territory and pastures about 15%. Approximately 60% of the pastures are alpine and sub-alpine pastures and meadows. These forests and pastures are diverse in type, formation, and plant and animal population. The mountain alpine forest ecosystems are also rich in biodiversity. Higher-altitude areas are dominated by beech and pine forests and preserve a large number of endemic and sub-endemic plant species. A total of 27 plant species with 150 sub-species are endemic in Albania. To date, 15.8% of the territory has been declared protected, but due to the lack of law enforcement, management capacities and financial sustainability, protected areas suffer from a lack of conservation and protection measures. In February 2014, the Government of Albania enacted a two-year ban on all hunting, but illegal logging and hunting and unauthorized construction in nature reserves remain significant concerns.

*Land Degradation:* Soil degradation and desertification serious problems in Albania as a result of existing natural conditions and increasing demands on the land from economic devlopment. It affects nearly the entire territory of Albania because of climatic conditions and topography. Soil erosion, one of the major and most widespread forms of land degradation, has been exacerbated by human activities, such as deforestation, overgrazing, cultivation of sloping soils, poor water and irrigation management and unsustainable agricultural practices. These factors have also led to a decrease of soil fertility. In previous years, an increase in deforestation has had a significant impact on soil erosion. Furthermore, the use of solid materials by the building industry around rivers has led to an increase in soil erosion around these areas. Data show that soil loss in Albania due to erosion is very high, ranging from 20 to 30 t/ha/year, and in some areas reaching 150 ton/ha/year (the acceptable value is only 1 t/ha/year). These values are also significantly higher than average soil loss from erosion in the Mediterranean region as a whole, which is approximately 15 t/ha/year.

*Climate Change:* Albania is a non-Annex I Party to UNFCCC and the Kyoto Protocol. Total GHG emissions in Albania were 7,834 kt of CO2 in 1990, 7,620 kt in 2000, and were projected to be between 11,000 and 12,000 kt in 2012. Currently, Albania is a low emitter of greenhouse gases (3.5 tons per capita) but emissions are projected to increase in coming years, primarily from transport, followed by increases in the agriculture and waste sectors. According to National Comunications to UNFCCC, projected climate changes in Albania include increased air temperature, increased frequency of extreme weather events, and a 20% decrease in water runoff, with a corresponding reduction of up to 60% of power generation.

## Policy, Legislative, and Regulatory Context

Albania is a ratifying party to all three Rio Conventions (the CBD in 1994, the FCCC in 1995, and the CCD in 2000), and its accession to these MEAs corresponded to political changes in the country and its increasing participation in international agreements. In addition to the Rio Conventions, the country is also a signatory of other MEAs, and it became a ratifying party to the Convention on Access to Information, Public Participation in Decision-Making and Access to Justice in Environmental Matters (the Aarhus Convention) in 2001.

The primary national policy document in Albania is the National Strategy for Development and Integration (NSDI) 2007-2013, which is under review for the period up to 2020. Correspondingly, the Environmental Cross-cutting Strategy, which forms an integral part of the NSDI, is the basic document that represents national policy on environmental protection. This document addresses all environmental components and sets general guidance on problems arising from sectors having an impact in environment. While the Environmental Cross-cutting Strategy (ECS) of 2007 is still in force, this document will be soon replaced by a new ECS. The new strategy has been prepared by a technical working group within the Ministry of Environment (MoE) and sectoral working groups in other relevant line ministries and agencies. The draft is currently in circulation among a wider consultative group, which includes civil society organizations. The new ECS will form a part of the 2014-2020 NSDI. Priority areas under ECS reflect existing commitments to MEAs and the status of Albania as a candidate for membership in the European Union.[[2]](#footnote-2) To date, the existing ECS has not been completely implemented for several reasons, the major one being limitations in financial and human resources. Although the ECS is approved by government decree, funds for its implementation have not been fully allocated.

Albania has already developed sub-sector policies and strategies in certain environmental sectors, such as the National Strategy and National Plan on Waste Management, the National Water Supply and Sewerage Services Sector Strategy (2011-2017), the Strategy on Forest and Pasture Sector Development, a Crosscutting Strategy for Rural Development and Agriculture (2014 – 2020), and an Energy Crosscutting Strategy (2006-2020). These sub-sector strategies are in line with the principles and priorities of ECS as well as in line with the accession agenda. Some other sub-sector strategies are under revision/update and/or drafting phase, such as National Biodiversity Strategy and Action Plan and the National Water Strategy of 1997.

The primary legal instrument in the area of environment is the Law on Environmental Protection (No. 10431 dated 9 June 2011), which allocates responsibility for environmental policy and management to the MoE. It also outlines the relationship between the MoE, the National Environmental Agency (NEA) and its Regional Environmental Agencies (REAs), and the Environmental Inspectorate. In addition, the Law on Inspection in the Republic of Albania (No. 10433, dated 16.6.2011) is expected to have implications for the structure and organization of the Environmental Inspectorate.

## Institutional Context

The *Ministry of Environment (MoE)* is the responsible authority for environmental management and policy at the national level. The MoE’s main tasks include the following: implementing relevant national policies, defining priority environmental and forestry investments, developing national research programs in the field of environment, and coordinating environmental protection activities with other ministries and local authorities. The MoE is the also the focal point for the implementation of MEAs. In terms of organization, the MoE has four structural functions (policy, inspection, permits and support services) along with four sub-sector functions (environment and pollution prevention, forestry, fishery, and nature and water protection). The organization of the agency corresponds to environmental sectors, including air and water quality, soil, nature and biodiversity conservation, administration of waste, forestry, Environmental Impact Assessments (EIA), Strategic Environmental Assessment (SEA), climate change, etc.

The *National Environment Agency (NEA)* is a central public institution subordinated to the Minister of Environment that is responsible for functioning as the technical arm of the MoE. It is financed by the state budget and its own revenues, and its jurisdiction extends throughout the territory of Albania through its central office and its regional branches, which are referred to as Regional Environment Agencies (REA). The *State Inspectorate of Environment, Forests and Waters (SIEFW)* is the competent authority for ensuring state oversight of environmental protection and the utilization of natural resources and enforcement of laws and policies. It has full independence in decision-making and operations. Its functions include: ensuring compliance with the conditions of environmental permits; preparing annual inspection plans and ensuring their implementation; providing information to the public on environmental matters and on the decision-making process for environmental matters; and ensuring the implementation of environmental liability principles. As with the NEA, the SIEFW has regional representatives across Albania. The regional environmental agency / regional environmental inspectorate network consists of an office in each of the 12 Albanian regional administrative areas (*qarks*). There is a need to strengthen the capacity of regional institutions, especially the regional agencies and regional inspectorates.

In addition, o*ther line ministries* are in charge of managing certain environmental sub-sectors. These include the Ministry of Transport and Infrastructure, the Ministry of Agriculture, Rural Development and Water Administration, the Ministry of Energy and Industry/Ministry of Economic Development, the Ministry of Health, the Ministry of Defense, and others.

Finally, the *Institute of Statistics (INSTAT)* receives data from the MoE at various intervals depending on the contracts in place for data collection. INSTAT produced the State of Environment Report for the country, and it is also responsible for providing statistical information to international organizations, including data used to report on international conventions. INSTAT also has in-house training capacity for survey research and data collection in the social sciences, including gender statistics.

In the area of *biodiversity and protected areas*, nature protection has until recently been handled by the MoE through its Directorate of Biodiversity and Protected Areas. The following Table provides an overview of protected areas in Albania.

Table 1: Overview of Protected Areas in Albania

|  |  |  |  |
| --- | --- | --- | --- |
| **Protected Area Category** | **Number of PAs** | **Area**  **(hectares)** | **% of PA territory** |
| *Cat I.* Strict nature reserve | 2 | 4,800 | 1.05 |
| *Cat. II.* National Park | 15 | 210,501 | 46.17 |
| *Cat. III.* Nature monument | 750 | 3,470 | 0.76 |
| *Cat. IV.* Managed nature reserve | 22 | 122,974 | 26.97 |
| Cat. V. Protected Landscape | 5 | 95,864 | 21.02 |
| Cat. VI. Managed Resources PA / PA of Multiple Use | 4 | 18,245 | 4.03 |
| Total | 798 | 455,855 | 100 |

*Source:* Biodiversity and protected areas directorate, in 5th CBD report, 2012

Work on biodiversity and protected areas is naturally cross-cutting, and to coordinate efforts in this sub-sector the government announced the creation of an Agency for Protected Areas (AKZM) in November 2013. The agency will employ 24 people, including a director, and it will be comprised of a central office in Tirana and 12 regional branches. Its mandate will be to oversee the management of protected areas, and it is expected to play a role in the collection of data for protected areas indicators. Because the AKZM is a new institution, its capacity strengthening needs will be significant. The Agency will have one central office in Tirana and 12 regional offices countrywide in total 204 employees (including support and logistic staff); both the central office and the regional branches patterns is composed of the management and monitoring department, law and finance department, communication and support department. AKZM will also have to integrate its work with other institutions that implement MoE policies on nature protection, such as the Ministry of Agriculture, Rural Development, and Water Administration (agro-biodiversity) component; the Ministry of Urban Development and Tourism (land-use and tourism issues); the Forest Service and the Forest Users Association (forestry and logging); and the Ministry of Internal Affairs (natural resource components managed by Local Government Units).

## Environmental Monitoring and Reporting

Much of the groundwork for an environmental monitoring and management system has been put into place over the past 5 years. The UNECE second Environment Performance Review for Albania (2012) highlights the favorable legal framework for the full establishment of an integrated environment monitoring system, and the Law “On environmental protection” no.10431 of 2011, ensures the main provisions related to environmental monitoring. There are also a number of regulations that support monitoring, such as the Decision of the Council of Ministers (DCM) on environmental monitoring and the DCM on the establishment of the National Environment Agency, which includes provisions for its environmental monitoring functions. In previous years, the government has attempted to streamline its environmental monitoring and reporting system several times. In 2002, a Decision of the Council of Ministers outlined the list of environmental state indicators to be measured, as well as the institutions responsible to perform the duties set in the National Environmental Monitoring Program. In 2005, various biodiversity indicators were identified along with frequency of measurements and institutions engaged. However the existing DCM on environmental monitoring (No. 1189 from 18 Nov. 2009), which contains the list of environmental indicators to be monitored, needs to be revised and updated. However, there is a need to reflect the institutional reforms that have taken place since then, as well as to update and revise the indicators to be measured.

Over the past ten years, the establishment and functioning of an EIMS in Albania has been addressed by a number of projects, such as the EU-funded StEMA and CEMSA projects. Monitoring stations have been identified and mapped, but they have remained largely on paper. IT capabilities of the government in the area of monitoring have been notably strengthened, and an open source database covering key sectors (e.g. biodiversity) has been created, with a web-based, user role-based system. The hardware and software are currently in place at the NEA and the Institute of Public Health. However, this system has not yet been operationalized in the sense of having a standardized flow of data to the system from which reports are produced. Difficulties in implementation have included turnover in technical staff and a difficulty in reaching consensus on what should be measured in biodiversity and how. Individual capacity is also an issue: there is only one IT specialist at the National Environmental Agency, and staff across institutions lack training in the software use.

A key challenge in environmental monitoring in Albania is fragmentation. Currently a mosaic of governmental bodies and specialized institutions and agencies are involved in the monitoring process, with the MoE at the centre. The Government allocates a certain budget each year to the MoE to contract various state institutions. Environmental information generated by sectors goes directly to the specific sectoral ministry; i.e., health data to the Ministry of Health, soil data to Ministry of Agriculture, Rural Development, and Water Administration, etc. Environment-related data collected by line ministries (agriculture, transport, health, etc.) are provided to the MoE only upon request. Although the MoE is the main beneficiary and custodian of the monitoring data collected, there is currently no unit in the ministry responsible for cooperating and communicating with other ministries, and horizontal cooperation among ministries works only through mandatory regulations and *ad hoc* assigned units. At the sectoral ministries, no environment units exist to ensure proper cooperation and coordination regular data flows for reporting or policy needs. At most, there is a liaison person with environmental cooperation tasks in the sectoral ministries, but the position is rather low in the hierarchy, and the level of cooperation is consequently limited.

*Biodiversity monitoring* is a microcosm of these monitoring issues. Most biodiversity indicators are monitored by the National Centre for Flora and Fauna at the Faculty of Natural Sciences. However, coastal waters and lagoons are monitored by two other groups: water quality in lagoons is monitored by the Department of Biology at the Faculty of Natural Sciences, and bathing water quality is monitored by the Institute of Public Health. Other research conducted by institutes related to biodiversity is not necessarily shared with these groups, or the MoE. Biodiversity indicators are also representative in their broad range of completeness. Bathing water quality is monitored through 70 monitoring stations on a fixed schedule (and more frequently during peak bathing season), and indicators are reported to the Europea Environment Agency using WHO/NEP standards and criteria. On the other hand, coastal fauna monitoring lacks official standards and measurement methodologies. While a new GIZ-funded project will support the establishment of integrated monitoring networks for water (macro-invertebrates, fish, aquatic flora, chemical, microbiological and hydrological parameters) and air (AQFD parameters), the project will be limited to three lakes: Ohrid, Prespa and Shkodra Lake.

In addition to these data, various projects and programmes carried out by several international and national agencies in the environment and natural resources management have generated a vast amount of data and information, which is important for conservation and sustainable management of natural resources within the country, as well as within the region. These data and information are stored in various government and non-government agencies, with no proper system established to inter-link information and retrieve data for use by various stakeholders.

Finally, in the biodiversity sector, as in all environmental sectors, the standard European environmental monitoring chain (driving force–pressure–state–impact–response) is not in place as a whole, and therefore the ability of the monitoring system to provide inputs to the policymaking process is quite limited.

## Capacity Issues in Environmental Monitoring

In 2006, the National Capacity Self-assessment (NCSA) exercise was conducted funded by GEF and implemented by UNDP. The NCSA aimed at identifying capacity needs and priorities with respect to the global environment and within the context of sustainable development in order for Albania to meet the requirements and obligations of the Global Environmental Conventions in a coordinated and strategic manner.

The 2006 NCSA and subsequent donor-funded initiatives have identified numerous existing problems in information collection and management systems, which have resulted in an uninformed constituency, poor knowledge of existing problems and their extent by decision-makers, which in turn leads to poor planning practices. The immediate need for sound and integrated information was articulated in the NCSA as:

• Providing the basis for the development of specific and yet future looking policies, strategies, plans, undertaking specific measures;

• Enabling Civil Society Organizations (CSOs) and the general public to become more aware and mobilized around solving particular issues and pressuring the government to adhere to its obligations;

• Reporting to the all three Rio Conventions to which Albania is the signatory and has commitments.

At present, there is still a need to address these points. As the European Commission noted in its *Albania Progress Report* (Brussels: October, 2014), “There has been little progress in the fields of environment and climate change. Significant further efforts are needed in all areas to strengthen administrative capacity and to ensure proper implementation and enforcement of legislation,” (p. 57) and “Public access to information and consultation remains limited. Cooperation with civil society organisations needs to be strengthened. The lack of implementation of environmental legislation is a major problem” (p. 62).

The following table provides an overview of capacity strengths and weaknesses in Albania throughout the information cycle. Strengths are denoted by a “+” symbol, while weaknesses are denoted by a “-“symbol.

Table 2: Barrier Analysis: Cross-Cutting Capacity Development in the Environmental Information Management Cycle

| **Phase** | **Current Status in Albania** |
| --- | --- |
| Capacity to plan for monitoring | + Legislation is in place to support monitoring  - Government environmental policy priorities are not necessarily aligned with current environmental monitoring |
| Capacity to implement monitoring | +Albanian experts participate in (EEA) EIONET meetings  +The framework for a data collection system is in place and selected information flows to the National Environmental Agency and then to INSTAT  + An EIMS has been developed as an open source database, which can serve as a backbone for the development of various EIMS components  + IT systems capacity and technology have been strengthened significantly over the past several years.  -The EIMS system is highly theoretical, not seen as applicable  -Turnover  -Lack of broad coordination on information sharing |
| Capacity to collect data | + A considerable amount of funds are invested in monitoring equipment  - Lack of staff and lack of training for existing staff limits ability to collect data  - Lack of methodology and standards for some key biodiversity indicators.  - Lack of data collection in some areas  - Some indicators do not have a monitoring plan (i.e. frequency of monitoring), so data collection may be *ad hoc*. |
| Capacity to assure data reliability | + Agencies are aware of the need for QA/QC practices  + QA/QC has been applied in selected areas (NCs)  - QA/QC practices are not operational to an extent where there is high confidence in the precision of the data collected, or even a sense of its reliability.  - When staff are available to collect data, they may lack the necessary training to do it properly and/or consistently |
| Capacity to analyse data | + INSTAT has analytical capabilities for statistical analysis of data  - Lack of laboratories and experts  - Absence of baseline data in some key areas renders trend analysis impossible  - Lack of standardization in methodologies and indicators hinder the development of year-on-year analysis  - Shortage of certain types of indicators (e.g. response indicators) |
| Capacity to make data accessible to stakeholders | + Database for biodiversity information established in using open-source coding  + State of Environment is being produced and environmental data are shared with the EEA on some measures.  + State of Environment report does not follow a DPSIR chain model of indicators and targets  - Data not packaged for different non-technical audiences (e.g. policy-makers, the media, and the public).  - Low prevalence of good practice in data visualization techniques  - Data from many academic sources or one-time projects are not in the database or publicized or otherwise easily accessible  - Research may not reach the communities or resource managers in the areas it covers (e.g. fishing license data is not shared with coastal protected area managers) |
| Data use in reporting, policy-making, awareness-raising | + There is a demand for environmental data for policy-making (e.g. hunting quotas, protected areas management plans)  - Mismatch between information collected and information needed  - Lack of use of data for policy making (primarily limited to reporting)  - Lack of use of data for policy analysis (i.e. measuring efficacy)  - Low reliability of data limits its usefulness  - Low awareness of citizens regarding basic measures of environmental quality |
| Data archiving | + Some projects and institutions maintain archives  + Certain statistics are archived centrally  - No standardized protocol for archiving environmental data  - No centralized location for data archiving; archiving is spread across the government, donor, and CSO sectors. |

## Country-drivenness

This project is the direct result of on-going cooperation between UNDP and the Government of Albania in the area of environment, and it reflects priorities that are clearly stated in the UNDAF for Albania as well as the UNDP Country Programme and Country Programme Action Plan. The areas to be addressed by the project were initially identified by Albania’s own National Capacity Self-Assessment, and they are closely aligned with its objectives as stated in the Environment Cross-Cutting Strategy and National Plan for European Integration. During consultations, the MoE expressly mentioned protected areas as a sector that would be a useful pilot for the environmental information monitoring and management system. Finally, environmental information that is made available for protected areas will strengthen both national programs (protected areas management and hunting quotas) and international reporting to all three Rio Conventions.

# Strategy

## GEF Alternative

The project's development and integration of global environmental indicators within the construct of an Environmental Information Monitoring and Management System (EIMMS) will represent an important new set of capacities to measure and track the state of the environment from the perspective of both national sustainable development goals and global environmental obligations. The EIMMS will also make a valuable contribution to creating more reliable and consistent data for national and international reporting purposes, and will be able to inform policy formulation and other decision-making processes. The project would also create employment opportunities at various levels (national and local/regional) for people involved in the creation and implementation of the EIMMS. In addition, the project would also help reduce brain drain, which is caused by under-employment in Albania, by creating an opportunity for trained national specialists to use their newly-acquired skills in information technology and natural resource management.

In the absence of the project, development plans would continue to be pursued, but global environmental reporting requirements would be likely to go unaddressed for a number of years as programming support would be limited primarily to the transposition of the *acquis*. It would be very unlikely that a holistic approach to planning, implementation, and monitoring in environment could be put into place.

## Project Rationale and Approach

The project is designed to respond to cross-cutting capacity barriers that have been identified in the environmental sector in Albania. Therefore, the EIMMS that is proposed in the project will be integrated throughout related government institutions, will be well coordinated, and will use international good practice in the selection of monitoring indicators, data collection processes, and processing and reporting of information covering all three Rio Conventions. The GEF contribution to the project will develop national capacities in Albania to align its national environmental information management and monitoring system with global environmental monitoring and reporting priorities including the compliance with the Multilateral Environment Agreements’ reporting obligations. The EIMMS will make a valuable contribution to creating more reliable and consistent data for national and international reporting purposes, and better inform policy formulation and other decision-making processes. Potentially, EIMMS data could be used to assess the cost-effectiveness of policies and strategies, such as the Environment Cross Cutting Strategy, and to identify unanticipated impacts that may arise through policy interventions.

The project is also designed to cover the full spectrum of the information cycle. It will not only strengthen the capacity of the government to plan and implement environmental monitoring and reporting, but it will strengthen each step, from data collection and analysis, to reporting and utilization of data for awareness-raising and policy-making. In this sense, the project represents a step forward. While previous technical assistance efforts in the sector have focused primarily on data collection and analysis, this project will support the application of data for improved reporting that will allow data to inform decision-makers and civil society.

The rationale for using protected areas as a pilot sector for the EIMMS is as follows:

1. The PA sector covers cross-cutting information that is relevant to multiple conventions
2. The sector allows for a feasible pilot for testing implementation in a pilot area or areas with a limited set of data and indicators in order to establish good practice.
3. The data collected in this sector will improve reporting to several conventions, and it will provide specific information for national policy decisions currently facing the government (e.g. the establishment of hunting quotas).

Furthermore, the successful implementation of sustainable environmental policies and regulations is also dependent upon the empowerment of the vulnerable groups and a full understanding of gender roles within a society. Project implementation arrangements will take these important criteria into consideration when addressing stakeholder issues, such as participation in consultations and trainings, as well as in the strategic design of targeted management approaches, such as looking at the gender division of labor in local development activities that have an impact on global environmental resources. The project will also seek input in its activities from CSOs dealing with gender and from the coordinator at the MoE who is responsible for gender issues (who was consulted during the project preparation period). The project is an opportunity to raise awareness among both women and men regarding global environmental issues, and at the same time it is an opportunity to gather gender-disaggregated information about natural resource use.

Finally, the project approach is designed to lay a foundation for future growth in environmental monitoring. Attention to the protocol for the system and supporting procedures for collecting and presenting information will allow the system to grow smoothly as sources, data, indicators, and reporting needs expand.

## Project Objective

The objective of the project is to establish an Environmental Information Monitoring and Management System (EIMMS) aligned with reporting on global environmental issues.

In particular the project will aim to achieve the following: 1) Development of an EIMMS that will be able to integrate global environment commitments into planning and monitoring processes; 2) Development and application of standard indicators encompassing UNFCCC, CBD and CCD concerns and global environmental threats; and 3) Enhancement of stakeholder capacity for information management (data collection and processing) of key global environment data and information utilization (interpretation and reporting) at the national and local level.

## Expected Outcomes/Outputs

*Component 1: Addressing the Institutional and IT Solution for an Integrated Environmental Information Monitoring and Management System (EIMMS)*

Component 1 of the project focuses on developing existing EIMMS components in Albania into a workable monitoring and management portal and piloting this portal in the protected areas sector. The result of the activities in component 1 will be a capacity to develop a national information and monitoring system to cover all environmental issues relevant to the FCCC, CBD and CCD. The project will avoid duplication by using the open source coded framework database developed under the EU-supported CEMSA project. This project will assess needs and resources, elaborate a biodiversity portal -- a workable solution for using the database to produce global conventions reporting material and increase access to a variety of research on global environmental issues -- and improve visiblity of the research and environmental indicators by offering access to the portal at two information centres.

***Outcome 1:***  Harmonization and enhancement of the national environmental information portal using the existing Protected Area database to address global environmental conventions needs

**Output 1.1:** Assessment of needs and resources available to achieve more cost-effective and relevant data collection and maintenance by better identification of users and their information needs at the local and national level

Under this output, the project team will first conduct a detailed assessment of the needs and resources available in the current institutional arrangement around the environmental issues that focuses mostly on recent institutional developments in the biodiversity sector (i.e., the creation of the Protected Areas Agency). The assessment of baseline information and needs will be closely linked with the three projects under the conventions that will be underway in Albania: the UNDP-supported Third National Communication to the UNFCCC, and the World Bank-supported Update of the Strategy and Action Plan to the CBD and the harmonization of the National Action Plan to the CCD and preparation of the national CCD report for Albania. Thus, needs identified will directly address those particular to the global commitments for information management and reporting. The assessment will be organised through a combination of research and analysis, interviews with major beneficiaries and a series of national and local workshops.

**Indicators for Output 1.1:**

\*A protected areas data assessment survey, including high-priority data needs, is completed by the end of Q3 of project implementation and available for use by project partners.

\*Protected areas data needs are identified for all of the Rio Conventions by the end Q3.

\*Gender-sensitive recommendations are developed by the end of Q4 of project implementation for community use of protected areas data.

**Activities:**

1.1.1: Assess existing and proposed data flow related to protected areas and biodiversity with special attention to the new administrative configuration for protected areas management.

1.1.2: Conduct a survey of current institutional users of the database, including their characteristics and information needs.

1.1.3: Identify relevant existing and proposed research that could be beneficial to database users but which is not in the database at present, including academic research and applied research under Natura 2000 and enabling activities supporting reporting to the Rio Conventions.

1.1.4: Identify high-priority data needs in biodiversity and protected areas that are not currently included in the protected areas database, with special attention to data relevant to multiple environmental conventions.

1.1.5: Research and develop recommendations on how best to provide environmental information to local communities in or around protected areas, taking into account gender differences in employment and civic participation.

**Output 1.2:** Elaboration of environmental information management system with development of standards, meta databases to its effective implementation

Under this output, a cost-effective and relevant data collection and maintenance scheme will be designed alligned to the information needs at the local and national levels. An effective EIMMS will be developed taking into account the standards, norms, procedures and architectures to support the global conventions, as the specific threats and actions related to global environmental benefits. As part of the development of the system, national and regional meta-databases will be established to support the system in providing a platform for data collection and maintenance which will later be used to analysis and reporting. Hardware and software will be selected in conformity with the design of the system (and with complementary data and information center at the AEF) to enable its long-term maintenance on the technical side.

**Indicators for Output 1.2:**

\*By the end of Q8, an external technical review of the database indicates that the necessary fields for data collection are included (and have been added or modified where relevant).

\* By the end of Q8, an external review indicates that the necessary technical guidance for database use and management has been developed, including guidelines for QA / QC and data storage and protection

\* At Q8 and Q16, a survey of database users and administrators indicates that they are aware of technical documentation and can provide examples where methodological guidance is followed as a part of their routine job duties.

**Activities:**

1.2.1: Review the existing protected areas database in detail,

1.2.2: Develop and/or modify the necessary fields for data collection.

1.2.3: Develop guidelines for quality assurance / quality control (QA/QC) for data collection and analysis for the protected areas database with a view to broader application across the EIMMS.

1.2.4: Draft recommendations for sustainable, long-term environmental data storage and discuss with government institutions.

1.2.5: Publish and periodically update methodological guidance, technical documentation, and user manuals for the EIMMS in order to ensure user continuity.

**Output 1.3:** Development of data and information centres

Activities under this output are designed to address the issue of access to environmental data relevant to the global conventions and the lack of availability of diverse sources of data on environmental issues. They will provide support for access to the portal that has been created through an information centres. Two locations – one at the MoE Environmental Information (Aarhus) Centre in Tirana and one at Divjakë-Kavarasta National Park – will broaden the number and types of stakeholder who will gain access to this information. In addition, the centre at the national park will provide an opportunity to educate park volunteers and visitors. Some support will also be provided for the operational side of both centres. The project will give priority to existing facilities in order to use resources efficiently.

**Indicators for Output 1.3:**

\*By the end of Q12, two information centres are operational and can demonstrate use by project stakeholders.

\*By the end of Q16, database access and use is observed at at least 4 additional sites in Albania.

\*By the end of Q16, a report has been produced with recommendations on the feasibility of expanding database access to further sites.

**Activities:**

1.3.1: Confirm the two information centre locations, and develop an operational plan for the centres, including how the centres will present data and promote their services and the use of this data to various stakeholder groups.

1.3.2: Provide logistical and technical support as needed, including training and user materials, for a central information centre to be co-located at the MoE Environmental Information Centre in Tirana.

1.3.3: Provide logistical and technical support as needed, including training and user materials, for a pilot informaion centre at Divjakë-Kavarasta National Park .

1.3.4: Provide database user access and user materials to other existing Aarhus Information Centres.

1.3.5: Assess the use of the centres and undertake decision analysis on the feasibility/utility of expanding them to other locations.

*Component 2: Update Indicators, Baseline Data, and Targets*

Component 2 focuses on the development and application of uniform indicators encompassing UNFCCC, CBD and CCD concerns and global environmental threats. Based on an assessment of the critical threats to the environment and global benefits under the three Rio Conventions, under this component there will be a detailed review and proposal of a set of monitoring indicators, which will also include some integrated indicators to establish a more effective, and easily maintainable system over the long term. The choice of indicators will be made by involving a team of experts and governmental agency representatives tasked with the information and monitoring functions in Albania.

***Outcome 2:*** Key global caliber environmental indicators are set at national level and associated baseline information is recorded

**Output 2.1:** An effective set of environmental monitoring indicators is modified from existing ones or developed

A major task under this output will be alignment of the indicators to ensure that they complement the reporting process for the Rio Conventions and the national development agenda. As mentioned in the situation analysis, a number of environmental indicators lack a standard methodology and measurement plan.

**Indicators for Output 2.1:**

\*By the end of Q8, at least 4 norms, indicators, and/or standards have been *adopted* at the agency level for use in the protected area database.

\*By the end of Q12, at least 8 norms, indicators, and/or standards have contributed to reporting for at least 2 Rio Conventions.

\*By the end of Q16, at least 10 additional norms, indicators, and/or standards have been adopted for use in the government’s environmental database system more broadly.

**Activities:**

2.1.1: Propose norms and standards for the biodiversity and indicators that are currently collected (e.g. wild fauna monitoring, rare and endangered plant species, alien plant species, fish stocks in marine waters, and anthropogenic stress on indicator plants).

2.1.2: Propose indicators and standards related to the Rio Conventions that would support the development of the Protected Area database (e.g. additional flora and fauna indicators, incidence and prevalence of forest fires, existing protected areas designations, land use indicators, etc.).

2.1.3: Provide recommendations for developing standards in other areas relevant to multilateral environmental agreements (e.g. urban waste, soil erosion, and water quality in estuaries and transboundary lakes) based on the experience gathered in Activities 2.1.1-2.1.2 and 2.2.1-2.2.2.

2.1.4: Re-visit initial indicators and identify priority indicators for post-project data collection and analysis (including indicators used for a fixed term) based on environmental and policy/programming needs in Albania.

**Output 2.2:** Baseline information for environmental indicators is compiled

After agreement on the selection of indicators, baseline information on the status of the environmental indicators upon the launch of the system will be collected. The work under this output will not only generate valuable data, but it will strengthen the capacity of relevant agencies to plan and manage environmental monitoring through “learning by doing.” The publication(s) to be produced under this output will provide an additional learning opportunity for experts to use the data collected and present it in a meaningful way.

**Indicators for Output 2.2:**

\*By Q8, baseline data have been collected and analyzed for all or nearly all fields of the protected areas database identified in Output 1.2.

\*By Q12, a synthesis report is finalized and available summarizing “learning by doing” activities on baseline data collection and analysis.

**Activities:**

2.2.1: Oversee pilot data collection for the new and enhanced indicators in the framework of the environmental information portal, using on-the-job training and mentoring where applicable.

2.2.2: Oversee pilot data analysis for new and enhanced indicators in the framework of the environmental information portal, using on-the-job training and mentoring where applicable.

2.2.3: Conduct an independent technical review and provide feedback and recommendations to institutions collecting and analyzing project-related data before baseline data are finalized.

2.2.4: Publish an overview of baseline data and analysis conducted under Activities 2.2.1-2.2.3. in a synthesis report and briefing for government institutions and provide the relevant data to Rio Convention Focal Points.

*Component 3: Capacity Building for Managing and Using the IMS*

Component 3 is designed to strengthen the capacity of stakeholders to manage key global environment data and utilize this information at the national and local level. In order for the EIMMS to be fully functioning, the individual capacities for data information management are to be raised considerably under this component.

***Outcome 3:*** Stakeholders’ capacity for information management (collection processing) and utilization (interpretation and reporting) for global environemental reporting needs is enhanced at national and local level

**Output 3.1:** Training curricula (data management and information management) and regular training modules developed and tested in collaboration with training institutions active in environment. Training of Trainers sessions conducted.

Based on the assessment of capacities and needs fully identified under component I, this component will design training curricula on data and information management. This component will be elaborated in full only after the EIMMS system under component I has been elaborated, and the indicators under component II are selected. This is necessary to align the training curricula as closely as possible to the actual system and set of indicators. The training curricula will include modules on the application of the standard formats and methdologies selected for the EIMMS. They will include data harmonization, data monitoring, metadata collection and analysis, quality control, data analysis, and alignment of that analysis for reporting and decision-making. Training may also address environmental data visualization, as EEA training materials already exist in this area[[3]](#footnote-3). Based on the curricula, regular training modules will be prepared which will apply, as much as possible, innovative approaches in training. The training modules will be tested in the framework of the project in order to make necessary improvements to the training curricula and match it to the needs at the systemic level. Trainings will be prepared and tested in collaboration with training institutions active in the environment and in information management. Training of Trainers sessions will be included to secure a broad scope for the training within the project framework and beyond.

**Indicators for Output 3.1:**

\*By the end of Q4, training needs assessments will be complete for both government and non-governmental institutions.

\*Curriculum for training developed and available for use by the end of Q8.

**Activities:**

3.1.1: Conduct a training needs assessment of government staff across agencies responsible for environmental monitoring, evaluation and reporting (at national, regional, and local levels)

3.1.2: Conduct a training needs assessment of civil society organizations and educational institutions involved in environmental issues and environmental education

3.1.3: Develop curricula for the priority stakeholder groups identified in Activities 3.1.1-3.1.2.

**Output 3.2:** Provision of training in data and information management for Ministries staff responsible for monitoring and evaluation and Civil Society Organizations (CSO) representatives

Trainings will be prepared and tested in collaboration with training institutions active in the environment and in information management. A Training of Trainers will be included to secure a broad scope for the training within the project framework and beyond. The staff of line ministries and agencies involved in information management and monitoring will be provided with hands-on training, as well as local authorities which are included in the EIMMS, as well as Civil Society Organizations (CSOs).

**Indicators for Output 3.2:**

\*By the end of Q8, pilot training on information management and monitoring has been provided to 20 project stakeholders (taking gender representation into account).

\*By the end of Q16, additional training that incorporates feedback from participants is provided to at least 30 project stakeholders (taking gender representation into account).

\*By the end of Q16, training activities are reported in at least one report or official communication to a Rio Convention or Conventions.

**Activities:**

3.2.1: Determine a schedule for training and pilot test the initial curricula developed under Output 3.1.

3.2.2: Provide initial curriculum-based training for trainers, and then oversee subsequent training, ensuring that training reaches both women and men.

3.2.3: Provide a summary report of training and outreach activities to Rio Convention Focal Points for international reporting purposes.

3.2.4: Identify and prioritize post-project training needs and assess the capacity of various institutions to provide this training in an assessment report covering Outputs 3.1 and 3.2.

**Output 3.3:** Data used to inform reporting, outreach and policy-making

Activities under Output 3.3. have been designed to address barriers that were identified during the stakeholder consultation related to a lack of capacity to use the data that are generated by environmental monitoring. They are designed to improve the presentation of data and to make the results of the monitoring activities accessible beyond a limited number of experts to policy-makers and civil society. Activity 3.3.2 aims to introduce environmental information into a dialogue on a national environmental issue, while Activity 3.3.4 will develop a report or reports to raise awareness of a global environmental issue.

**Indicators for Output 3.3:**

\*By the end of Q8, a topical report or reports completed under Output 3.3 on a national or sub-national environmental issue is completed and is presented in a briefing to policy-makers.

\*By the end of Q16, a topical report or reports completed under Output 3.3 on a global issue is completed and is published in at least one report or official communication to a Rio Convention or Conventions.

**Activities:**

3.3.1: Identify national opportunities to enhance data-informed policy-making (e.g. hunting quotas, protected areas management, post-2015 sustainable development goals).

3.3.2: Produce a topical report or reports from the project data and analysis on a regional or national issue with an emphasis on the effective visualization of data, and conduct a briefing (or briefings) for relevant policy-makers and the media.

3.3.3: Identify opportunities to use project-related data to enhance reporting on the Rio Conventions (e.g. the Biennial Update Report to the UNFCCC, the 7th Report to the Convention on Biological Diversity, and/or the National CCD Report).

3.3.4 Produce a topical report or reports from the project data and analysis *on a global environmental issue* with an emphasis on the effective visualization of data, and conduct a briefing (or briefings) for relevant policy-makers and the media.

**Output 3.4:** Environmental monitoring used to raise awareness of global environmental issues

Activities under Output 3.4 have been developed in response to the stakeholder consultation process and are based on good practice in other UNDP-GEF CCCD projects and UNDP Knowledge and Innovation projects in the RBEC region. There are a number of opportunities to use “citizen scientists” and community-based monitoring of natural resources to supplement governmental environmental monitoring. Research in the project preparation process identified several areas where protected areas were utilizing civil society, such as a social media campaign to attract volunteers to an afforestation project and the use of experienced volunteers to assist in patrolling parks for illegal hunting. In addition, schools near protected areas present an opportunity both for monitoring and for educating staff, students, and their families. These approaches are of growing interest in the region, and therefore Activity 3.4.4. provides a basis for replicating the initiatives developed under this project in other countries in the West Balkan region.

**Indicators for Output 3.4:**

\*By the end of Q12, a community-based monitoring program is underway involving at least 3 schools and/or communities (taking gender representation into account).

\*By the end of the project, key stakeholders in the community are aware of the program, and relevant protected areas management staff are aware of the results.

**Activities:**

3.4.1: Identify opportunities for “citizen science” and community-based monitoring in and around protected areas that could support data collection and advocacy related to global environmental issues, including possible linkages to schools

3.4.2: Pilot a community-based monitoring program in an area to be selected, ensuring that planned activities reach both women and men.

3.4.3: Present the results in a summary report and in outreach materials that are accessible understandable to protected area visitors and local institutions and citizens.

3.4.4: Compile a citizen’s manual and/or curriculum for replicating the program in other areas of Albania and the Western Balkans.

## Sustainability and Replicability

In terms of innovation, sustainability and scaling up, the proposed project provides a pioneering initiative for streamlining efforts and resources, developing of capacities and reporting tools in the environment information management and monitoring patterns.

Introduction of the advanced web-based tools for environmental data and metadata analysis for environmental policy formulation with particular attention to measuring global environmental indicators is a new approach for Albania that can be applied to national policies and strategies.

In order to ensure up scaling and sustainability the project will address the needs of key institutions in a demand driven and locally specific manner, building on existing initiatives to develop a harmonized database and EIMS capable of meeting commitments at the local, regional and international levels.

At the same time this initiative will build institutional capacities to operate and manage an indicator-based EIMS that can be expanded as needed, contributing to the development of informed and knowledge-based policy-making process in the country.

Replication in the project is ensured through activities such as training trainers and the codification of project work in manuals and curriculum that can be used in other environmental sub-sectors in Albania. In addition, the activities developed under Output 3.4 are explicitly design for replication in other West Balkan countries.

## Key Indicators, Assumptions, and Risks

*Key project indicators:*

* By the end of the project, key government staff in at least three offices and Rio Conventions experts from the three conventions use the EIMMS and/or the reports it generates in the course of their official duties
* Global caliber environmental indicators and baseline information have been established for all key fields in the protected areas sector
* Use of the EIMMS documented in the formulation of at least three reports to Rio Conventions
* Visualization of data used by project partners to raise awareness of at least two international and three national issues.

*Assumptions:*

* **Steady overall economic development** allowing the continued coverage of the costs of environmental investments by enterprises and the population;
* **Political will and cross-party consensus** to adopt new legislation and institutional reforms;
* **Sustainability** of results of reforms and institutions (*Financing, legal status, continuous HR management and training ensured*);
* **Sustainability of new infrastructure** ensured through full application of the polluter pays principle;
* **Awareness of and support for the population** of environmental and climate protection;
* Availability of **appropriate co-financing from the** Albanian budget;
* Assurance that **relevant agencies and staff participate adequately** in capacity strengthening measures.

*Risks:*

Risk 1: Ensurance of long-term sustainability (financial, operational and technical) of the established information and monitoring system and centre.

Risk rating: Moderate.

Mitigation measures: In-depth assessment of needs and resources involving consultations among ministries, key institutions involved in information and data management to ensure the development of a streamlined monitoring system that meets the needs of the country to fulfill its commitments under the Rio Conventions. The development of the expanded system based on existing data collection system on protected areas will maximize the rational use of financial and technical resources. Selection of effective monitoring indicators to rationalise the application of monitoring system, and broad-based training conducted and institutionalised within the project will secure long-term maintenance of the system in correspondence with available resources and country's capacities.

Risk 2: Difficulties in the technical establishment of EIMMS on the basis of the existing protected areas database.

Risk rating: Moderate

Mitigation measures: Ensure the fusion of appropriate technical expertise in project implementation and through coordination with the experts under parallel initiatives to UNFCCC, CBD and UNCCD conventions. The coordination mechanism among experts will be established at the PPG stage. Training curricula development and subsequent training includes both representatives at national and local levels, as well as environmental research and training institutions for quality assurance and to prepare a technically feasible, efficient and manageable IMS

Risk 3:The budget allocated for environmental monitoring by the state budget may not be sufficient to support improved environmental monitoring activities, as the current expenditures in this area are very low.

Risk Rating: Moderate

Mitigation Measures: The government has made environmental monitoring a priority, and it will receive support for these activities from EU pre-accession funds. In addition, this project will focus on relatively low-cost aspects of improving monitoring such as improving individual capacity and skills to collect and analyse data. Fortunately, the major expenses related to the development of the foundational database system and its hardware and software components have already been covered by the CEMSA project.

Risk 4: Difficulties in accessing the necessary data from different institutions. There are a number of research and academic institutions that produce environmental data on an annual basis. However, access to this data has proven to be very difficult, although public bodies are supposed to provide free access.

Risk Rating:Moderate

The project anticipates that there will be an amendment or other change in the national legal framework related to EIMMS procedures, especially monitoring processes. The EU integration process can also serve as a watchdog on this point, as it has its own requirements regarding sustainable policies and regulations for environmental information.

## Stakeholder Consultation and Involvement

*Involvement during the Project Preparation Period*

This project was developed on the basis of consultations with a number of stakeholder representatives, beginning with the preparation of the project concept through the Project Identification Form (PIF). Subsequent to the approval of the PIF and provision of a project preparation grant (PPG), the project team met with key stakeholder representatives as part of the consultation process (October-November 2014) and the validation process (January 2015). Discussions and structured interviews were held with the following groups of stakeholders:

* Government officials (both policy-makers and program staff covering monitoring issues) from the Ministry of Environment, the National Environmental Agency, the Statistical Institute of Albania;
* Researchers from the University of Tirana and the Nature Sciences Museum responsible for environmental monitoring;
* NGOs, including NGOs working specifically on biodiversity-related issues and those working more broadly on environmental policy;
* Donors: GIZ experts, an expert from EU-funded CEMSA project, UNDP Albania staff, UNDP regional and global experts on capacity development and innovation; and
* Local protected areas staff and management from the National Park offices in Divjake-Karavasta.

The project development team also conducted a validation workshop in January 2015 at the Ministry of Environment in order to provide an overview of modifications and to document any additional comments on the planned project. Separate meetings were also held during that period with donors conducting work related to environmental data, including GIZ.

*Involvement during the Project Implementation Period*

Taking an adaptive and collaborative management approach to execution, the project will ensure that key stakeholders are involved early and throughout project execution as partners for development. This includes their participation in the **Project Board**, review of project outputs such as recommendations for amendments to policies, plans, programmes and legislation, as well as participation in monitoring activities.

Given the project strategy, the key project stakeholders are government ministries and their subsidiary agencies and departments involved in environmental information management. These stakeholder representatives will participate in activities to facilitate the improvements to the EIMS, which are structured as learn-by-doing exercises. In addition to these governmental stakeholders, there are non-governmental stakeholders from academia, the private sector, NGOs, and civil society organizations. During the establishment of the **technical working group** for the project, which will include representation by experts from each of the three Rio Conventions, these non-state organizations will also be invited in the project activities to share their comparative expertise, but also to undertake selected project activities. Consultations during the validation workshop indicated that it would be important to involve scientific research institutes in the technical working group to facilitate two-way communication with the project. Specific organizations will be determined during project implementation when setting up the working group teams as well as when setting up the sub-contracts. Where appropriate, project activities will be integrated with those of development partners to achieve cost-effectiveness and capitalize on synergies. This is particularly true for project activities involving community-based monitoring, which will involve communities around a protected area or areas in monitoring efforts, providing data and raising awareness simultaneously.

This project will contribute to building capacities of a large number of stakeholder representatives in the country to make more effective decisions about environmental management, in particular to take a more holistic approach and thus generate global environmental benefits. Stakeholders to be trained will come from various line ministries and agencies on best practices and innovative approaches to mainstream Rio Conventions into planning processes. Particular attention will be given to active engage women and young staff members in the project, largely as trainees to ensure diversity as well as to contribute to building up government’s absorptive capacity.

Stakeholders will participate in various training activities, as well as learn-by-doing working groups to test their new and improved skills for conducting environmental monitoring in support of the Rio Conventions. Project management will emphasize collaboration and active engagement of key stakeholder representatives in targeted working groups to ensure legitimacy of results. They will be facilitated by neutral facilitation and supported by independent experts recruited by the project. The structure of training activities and the selection of stakeholder participants will be heavily informed by the need to institutionalize capacities developed under the project. By the end of the project, increased capacities will have been imparted to a diverse cross-section of stakeholders as well as key planners and decision-makers at the central and local levels.

Please see Table 6 for a summary of the expected project roles of key stakeholder organizations.

## Program and Policy Conformity

*Country Eligibility*

*Government of Albania:* The central outcomes of Albania’s national development policies are to derive important socio-economic benefits through policies, strategies and plans such as the National Strategy for Development and Integration and its sub-strategy the Environmental Cross-Cutting Strategy. These outcomes will be delivered within a more holistic approach of environmentally sound and sustainable development, taking advantage of the opportunity to ensure that sustainable development is enhanced to coincide with the achievement of global environmental targets under the Rio Convention obligations. However, this approach requires that national development policies, strategies, programmes, and plans be monitored against a robust rubric of global environmental indicators alongside those metrics being used to measure socio-economic benefits.

In the absence of this project, national development may pursue and deliver socio-economic benefits. However, with the widely accepted paradigm of the dependence and sustainability of socio-economic benefits resting on the need to preserve important global environmental resources, socio-economic benefits may not be cost-effective or sustainable. For example, without minimizing greenhouse gas emissions that contribute to extreme and unpredictable variances in global climate patterns, tourism and land development may suffer from uncontrollable beach erosion, floods, protracted periods of drought and ensuing desertification.

*Policy Conformity*

*GEF Policy:* The proposed project is specifically structured to meet Capacity Development Objectives 4 and 5 of the GEF-5 Capacity Development Results Framework. It focuses on developing national capacities for informed decision making based on a functional environment information management system and implementation of the three Rio Conventions by developing global environmental management indicators as part of the Albania’s environmental governance regime. A set of complementary capacity building activities will aim at developing individual and institutional capacities to use global environmental management indicators as a monitoring tool to assess the intervention performance and institutional sustainability. Specifically the co-financing will be used to design and introduce the data flow system for institutions concerned with CBD, CCD, and FCCC issues ensuring that global environment indicators are systematically integrated and institutionalised within planing, monitoring and decisionmaking processes across all key stakeholder institutions.

The project is consistent with the programmatic objectives of the three GEF thematic focal areas of biodiversity, climate change and land degradation; the achievement and sustainability of which is dependent on the critical development of capacities (individual, organizational and society). Through the successful implementation of this project, a more integrated and cost-effective approach to developing and applying global environmental management indicators across the focal areas will be demonstrated.

## Financing

The financing of this project will be provided by the GEF, with co-financing from UNDP and the Government of Albania. This financing is allocated across the three main project components, which are described in the section on project outcomes and project outputs above. Table 3 below provides the allocation amounts.

Table 3: Project Costs (US$)

|  |  |  |  |
| --- | --- | --- | --- |
| **Total Project Budget by Component** | **GEF (US$)** | **Co-Financing (US$)** | **Project Total (US$)** |
| Component 1 | $367,300 | $2,349,700 | $2,717,000 |
| Component 2: | $221,700 | $1,200,000 | $1,421,700 |
| Component 3: | $293,000 | $1,400,000 | $1,693,000 |
| Project Management | $88,000 | $480,000 | $568,000 |
| Total project costs | **$970,000** | **$5,429,700** | **$6,399,700** |

Table 4: Estimated Project management budget/cost (estimated cost for the entire project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Budget Line** | **Estimated Staff weeks** | **GEF (US$)** | **Co-Financing (US$)** | **Project Total (US$)** |
| Locally recruited personnel: Project Manager |  | $32,000 | $180,000 | $ 212,000 |
| Locally recruited personnel: Project Assistant |  | $25,800 | $100,000 | $ 125,800 |
| Professional Services (audit) |  | $12,000 | -- | $ 12,000 |
| Office facilities and communications (1) |  | - | $ 50,000 | $ 50,000 |
| Direct Project Costs – GoE (2) |  | $13,200 | - | $ 13,200 |
| Travel |  | $3,200 | $ 100,000 | $ 103,200 |
| Miscellaneous |  | $1,800 | $ 50,000 | $ 51,800 |
| Total project management cost |  | **$88,000** | **$480,000** | **$568,000** |
| (1) In addition to office space for the project team, this budget will cover the cost of Project Board meetings, 4x per year.  (2) Direct project costs, e.g., procurement and cost of vouchers, through UNDP TRAC resources | | | | | |

Table 5: Consultants for technical assistance components (estimated for entire project)

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Technical Assistance Consultants** | **Estimated Staff weeks** | **GEF (US$)** | **Co-Financing (US$)** | **Project Total (US$)** |
| National Protected Areas Specialist | 56 | $56,000 | $56,000 | 112,000 |
| National IT Specialist | 143 | $143,000 | $143,000 | 286,000 |
| National Education/Training Specialist | 28 | $28,000 | $28,000 | 56,000 |
| National GIS Specialist | 32 | $32,000 | $32,000 | 64,000 |
| National Natural Sciences Specialist | 156 | $156,000 | $156,000 | 312,000 |
| National Eco-Economy Specialist | 34 | $34,000 | $34,000 | 68,000 |
| International Environmental Institutions Specialist | 1 | $3,250 | $3,250 | 6,500 |
| International Environmental Monitoring Specialist | 1 | $3,250 | $3,250 | 6,500 |
| International M&E Specialist | 5 | $16,250 | $16,250 | 32,500 |
|  |  |  |  |  |
| Total |  | **$471,750** | **$471,750** | **$943,500** |

## Cost-effectiveness

The cost-effectiveness of this project lies largely in the project strategy, namely by building upon a significant baseline of commitment to participate in training and learn-by-doing exercises on Rio Convention mainstreaming.

*Co-financing:* This cost-effectiveness is indicated by the government’s significant cash co-financing to project activities on the order of US$100,000. This co-financing is significant and represents the commitment of the Government to assign staff (decision-makers and planners) time away from their regular work to actively participate in project activities. The government support will be allocated across the three outcomes ($30,000 for Outcome 1; $30,000 for Outcome 2; and $30,000 for Outcome 3) and will also include $20,000 for project management. The use of co-financing from other donors, such as GIZ and the French Coastal Agency, will also increase the cost effectiveness of data collection and management under Components 1 and 2 of the project. Table 6 summarizes the co-financing for the project from all sources.

Table 6: Overview of Project Co-Financing

| **Name of Co-financier** | **Classification** | **Type** | **Amount** | |
| --- | --- | --- | --- | --- |
| **Confirmed (US$)** | **Unconfirmed (US$)** |
| Ministry of Environment | Government | Grant | 100,000 | 0 |
| UNDP Albania | GEF Implementing Agency | Grant | 50,000 | 0 |
| UNDP Albania (Territorial and Administrative Reform Project) | GEF Implementing Agency | In-kind | 2,000,000 | 0 |
| REC Albania | NGO | In-kind | 833,300 | 0 |
| German Development Cooperation (GIZ) | Bilateral Donor | In-kind | 2,267,600 | 0 |
| French Coastal Agency | Donor | In-kind | 108,800 | 0 |
| Institute for Nature Conservation of Albania | NGO | In-kind | 70,000 | 0 |
| **Total Co-financing** |  |  | **5,429,700** | **0** |

*In-Kind Support:* UNDP will provide significant in-kind support to the project. Its technical and administrative staff will provide ongoing advice and logistical support to the project when needed. The UNDP Country Office will provide meeting facilities, communication facilities, transport facilities, as requested and as necessary. The project will be housed in the biodiversity and nature conservation unit and will share the costs admin-finance and public awareness raising costs with other projects in the unit. Since 1999, this unit, in addition to performing and accomplishing UNDP project Strategic Objectives efficiently, has proactively developed links, capacities and networking with experts and resources relevant to biodiversity conservation and management, allowing delivery of high quality, innovative services with a high added value. The unit is become a necessary ‘habitat’ to synergize expertise, activities and cooperation in the biodiversity, nature conservation and protected areas fields. Finally, UNDP will also provide in-kind financing in the form of support from the Territorial and Administrative Reform project, which is supporting the Government of Albania in consolidating the number of local government units in order to increase the efficiency of local government. This project will provide an important link to local government units.

*Project management:* Cost effectiveness in use of GEF funds for project management: Another important indicator of cost-effectiveness is the low percentage of the GEF grant being used for project management. In this case, the GEF grant has leveraged other funding for project management, and the project will take advantage of sharing expertise with other UNDP-GEF projects.

*Staffing arrangements:* The cost-effectiveness of this project is also demonstrated in efficient allocation and management of financial resources. The recruitment of consultants under the project will be financed by the GEF contribution, reducing the transaction costs associated when contracting consultants through multiple sources of finances.

*Project activities:* The activities conducted under the project will keep cost-effectiveness in mind. There are several indicators of potential importance that could be monitored without laboratories or equipment, which would avoid costly equipment and laboratories (e.g. forest fires, or the existing protected areas territory indication). Other indicators (soil-related, plant and fungi phenology and distribution) will support reporting under more than one convention. Finally, the project is designed to build upon existing structures (i.e. the database structure financed by the CEMSA project and environmental information centers that are already in existence) rather than spending project funds to duplicate existing infrastructure.

## Institutional Coordination and Support

The project will be implemented according to UNDP’s National Implementation Modality (NIM) as per NIM guidelines agreed by UNDP and the Government of Albania.

This project will be implemented by the Ministry of Environment and other relevant government institutions, and UNDP Albania will serve as the GEF Executing Agency and Senior Supplier. An overview of management arrangements is provided under the subsequent section of this document entitled “Management Arrangements and Monitoring and Evaluation Framework.”

In addition to the stakeholders consulted during the development of this project, a larger number of stakeholder organizations will be actively engaged as project partners to support project activities. These include, but are not limited to, various universities in Albania.

Table 7 outlines the expected roles of key stakeholder organizations in the project.

| **Stakeholder** | **Type of Institution** | **Relevance** | **Role in Project Implementation** |
| --- | --- | --- | --- |
| Ministry of Environment | Government | The Ministry is the GEF Focal Point Agency and oversees environmental policy-making in Albania. | National Implementing Partner, Project Board Member, source of co-financing |
| National Protected Areas Agency | Government | New agency to be established by the government in 2015. This agency will implement policies and programs for protected areas and will oversee the management of these areas. | Project Board member, potential participant in training of trainers |
| National Environmental Agency | Government | This agency collects environmental data for the MoE and INSTAT.  Regional branches of this agency receive field data on wild fauna and illegal activity in protected areas. | Potential participant in the development of training curriculum and the training of trainers |
| Other Line Ministries Involved in Data Collection (the Ministry of Agriculture, Rural Development, and Water Authority, the Ministry of Urban Development and Tourism, et al). | Government | MARDWA collects data on fishing and oversees fishing activities and bans/quotas, and it is also responsible for agro-biodiversity. The Ministry of Urban Development and Tourism oversees areas such as land use and nature tourism. | Potential Project Board members and potential participants in the development of training curriculum and the training of trainers. |
| Statistical Institute of Albania (INSTAT) | Government | INSTAT is the official reporting agency that provides statistics in all areas related to Albania.  When preparing reports to international conventions, the MoE requests official data from INSTAT. | Potential training partner |
| University of Tirana | Government / Academia | The university includes several research institutes that are responsible for data collection in areas relevant to the global conventions and monitoring environmental indicators relevant to global conventions (e.g. the Institute of Geoscience, Energy, Water and Environment, the Institute of Public Health, the Botanical Gardens, the National Flora and Fauna Centre, et al). These institutes provide data to INSTAT as mandated. | Potential training partner  Graduate students may be involved in targeted research relevant to the project. |
| Other universities (e.g. the Polytechnic University) | Government / Academia | University faculty and students have the capability to support citizen science projects and to develop mobile and web-based applications in support of community-based monitoring. | Potential partner for community-based monitoring (Output 3.4) |
| The Training Institute of Public Administration | Government / Academia | The Training Institute was created by a decision of the Council of Ministers in 2000 to support civil service reform and improvement, and it provides training for civil servants. | Potential training partner. |
| Other Research Institutes | Government / Academia | Other research institutes currently conduct research in Albania that may be relevant to environmental monitoring and decision-making, but this information is not often widely accessible. | Potential data providers |
| Inspectorates, Customs Agency | Government | The customs agency and inspectorates both play a role in monitoring illegal hunting, and the inspectorate is also involved in monitoring illegal logging and unauthorized economic activity in protected areas. | Potential training participants |
| National Park and Protected Areas Staff | Government | Parks and Protected Areas Staff are already collecting data on some flora and fauna, and they report illegal hunting and logging to the regional branch of the National Environmental Agency. At least one protected area has community volunteers in support of maintaining flora and fauna (afforestation, patrols to identify illegal hunting). | Data recipients  Potential educators |
| Local governments | Government | Local governments can be an important partner in curbing illegal logging and hunting, but their motivation and awareness may be low. | Information beneficiaries, potential participants in Component 3 |
| Regional Environmental Center (REC) | NGO | The REC has experience in capacity strengthening in the environmental sector through its program “Support for Environmental Civil Society Organisations in Albania,” and it has advocated for improvements in the area of environmental monitoring in Albania for many years.  There are direct linkages between the proposed UNDP-GEF project and the REC-managed project entitled “ACHIEVE: Albanian Civil Society for a European Environment” | Source of co-financing  Participant in technical working group  Potential training partner  Potential partner for data reporting and outreach (Output 3.3); data will be shared regularly between ACHIEVE and Component 3 of the proposed project. |
| Other NGOs / CSOs focusing on access to environmental information | Civil Society | CSOs have experience in capacity strengthening, operate several of the Aarhus-related environmental information centers, and monitor issues related to access to environmental information | Potential participants in technical working groups  Potential training partners  Potential partners for data reporting and outreach (Output 3.3) |
| Institute for Nature Conservation in Albania (INCA) | NGO | INCA is an NGO that has worked over the years to advocate for improved management of protected areas (PAs) and for improved information collection and management in PAs.  INCA also enforces the NGO network of Nature Protection in Albania | Source of co-financing for the project  Involvement in outreach through INCA’s NGO network  Exchange of information for Components 1 and 3 with INCA’s work in marine protected areas and transboundary lake PA management activities. |
| Other organizations focusing specifically on nature conservation and advocacy | Civil Society | There are approximately 83 environmental NGOs in Albania, and a number of them work on conservation and nature protection issues | Potential participant in project working groups  Potential training partner  Potential partner for community-based monitoring (Output 3.4) |
| Communities in and around protected areas | Civil Society | Communities influence the state of environment in and around protected areas, and in some cases they have provided volunteers for certain types of flora and fauna monitoring. At least one coastal community has experience with adaptation planning. | Potential information centre users  Potential participants in Output 3.4 |
| UNDP | Donor, IA | The UNDP Energy and Environment Unit has an active GEF portfolio, and all of its current projects support capacity development through various activities.  The UNDP Territorial and Administrative Reform Project is also focused on capacity development in government. The project is supporting the consolidation of local government units from 373 to 61 local government units (LGUs) in order to increase efficiency, and it also provides support for fiscal decentralization efforts. | Source of cash and in-kind co-financing for the project  Two-way exchange of information on environmental data flow to and from LGUs and for linkages between PAs and adjacent LGUs. |
| EU Delegation and EU initiatives (Natura 2000, other IPA projects, FP7) | Donor | The European Union has provided support for environmental monitoring through several multi-year projects, and it will support natural resources management and other government capacity strengthening through Natura 2000 and other IPA projects.  Natura 2000 will be an EUR 4.4 million project that, among other activities, will implement management plans for two National Parks, two Protected Landscapes, and one Regional Natural Park and identify a preliminary list of Emerald Areas of Special Conservation Interest (ASCIs) sites[[4]](#footnote-4) for Albania.  Albanian experts participate in EIONET (EEA) events and are eligible to participate in FP7-funded research. | Data provider for the project  An on-going two-way flow of information will be maintained during the development of the biodiversity portal and in regular data uptake, including communication with consortium partners.  The project executing agency and project team will coordinate on training curriculum and target audiences with the donor. |
| German Development Cooperation (GIZ) | Donor | GIZ is supporting the establishment of integrated monitoring networks for water (macro-invertebrates, fish, aquatic flora, chemical, microbiological and hydrological parameters) and air at three lakes. | Source of co-financing  GIZ will be a data provider for the project  An on-going two-way flow of information will be maintained during the development of the biodiversity portal and in regular data uptake. |
| French Coastal Agency (Conservatoire du littoral, République Français) | Donor | The French Coastal Agency has established a long-term cooperative relationship with Albania in the area of coastal environmental monitoring. This cooperation is also conducted under the guidance provided by Rio Conventions. | Source of co-financing  Data provider under Component 1 of the project  An on-going two-way flow of information will be maintained during the development of the biodiversity portal and in regular data uptake. |
| Other GEF projects in Albania | Donors  (World Bank, UNDP, international NGOs) | The UNDP-GEF “Strengthening Effectiveness and Improve Coverage of Marine and Coastal Protected Areas” project has information and contacts on relevant protected areas. The WB-GEF projects to support the revision of the Biodiversity Strategic Action Plan (BSAP) and the harmonization of the National Action Plan to Combat Desertification represent a source of capacity as well as a potential showcase for data that are collected and analyzed under this project. The IUCN-led project on institutional support to the management of protected areas has also generated findings that can inform capacity strengthening approaches. | Ongoing, two-way communication  Recipients of project-related information and reports. |

## Core commitments and linkages (coordination with other initiatives)

Albania is a Party to the three Rio Conventions and this fact brings the obligation of their implementation at the national level for each of them. In this regard the last year the following developments have taken place:

* United Nations Convention on Biological Diversity (UNCBD): the Fifth National Report for the period 2010-2014 was completed in June 2014. Besides the National Biodiversity Strategy and Action Plan was revised and updated up to 2020 in line with the Strategic Plan of the Convention in the frame of a GEF project “Revision and update of the NBSAP and national reporting”;
* United Nations Convention to Combat Desertification (UNCCD): the third national report was completed in July 2014. Meanwhile a GEF project on National Action Plan alignment and national reporting has started since March 2014. This project will ensure NAP for Albania in line with Conventions’ Strategic Plan’;
* United Nations Framework Convention on Climate Change (UNFCCC) – the third national communication of Albania to the UNFCCC.

The project will use technical working groups to maintain an on-going two-way flow of information between the project and the convention focal points and expert teams.

The *Conservation and Sustainable Biodiversity at Lakes (CSBL) project,* which is funded by GIZ, is currently establishing an integrated national environmental monitoring system for three lakes: Ohrid, Prespa and Shkodra Lake. The project will support the creation of integrated monitoring networks for water (macro-invertebrates, fish, aquatic flora, chemical, microbiological and hydrological parameters) and air (AQFD parameters).

*Other GEF Projects in Albania*

Whenever appropriate, the UNDP/CO and the project team will exchange information and communicate regarding project implementation with the following GEF projects under implementation in Albania:

* Strengthening Effectiveness and improve coverage of marine and coastal protected areas in Albania, UNDP-GEF;
* MED Integration of Climatic Variability and Change into National Strategies to implement the ICZM Protocol in the Mediterranean, UNEP-GEF
* Strategic Partnership for the Mediterranean Large Marine Ecosystem-Regional Component: Implementation of Agreed Actions for the Protection of the Environmental Resources of the Mediterranean Sea and Its Coastal Areas, UNEP with UNESCO, UNIDO, FAO, GWP-MED, WWF and others;
* Capacity Building for the Implementation of the National Biosafety Framework, UNEP

## Project Results Framework:

|  |
| --- |
| **This project will contribute to achieving the following Country Programme Outcome as defined in CPAP or CPD:**  Outcome 1.2: Public administration will be supported to enhance capacities, practices and systems for effective delivery of national development priorities and international obligations; Outcome 2.2: National authorities and institutions, the private sector and the general public protect, preserve and use natural resources more sustainably, with consideration to the impacts of climate change and to the achievement of European environmental standards |
| **Country Programme Outcome Indicators:** |
| **Primary applicable Key Environment and Sustainable Development Key Result Area (same as that on the cover page, circle one): 1. Mainstreaming environment and energy OR**  **2. Catalyzing environmental finance OR 3. Promote climate change adaptation OR 4. Expanding access to environmental and energy services for the poor.** |
| **Applicable GEF Strategic Objective and Program: MFA, CD-2** |
| **Applicable GEF Expected Outcomes:** 2.1 Institutions and stakeholders have skills and knowledge to research, acquire and apply information collective actions; 2.3 Public awareness raised and information management improved |
| **Applicable GEF Outcome Indicators:** Institutions and stakeholders trained how to use different tools available to management information |

| **Project Strategy** | **Objectively verifiable indicators** | | | **Sources of verification** | **Risks and Assumptions** |
| --- | --- | --- | --- | --- | --- |
| **Indicator** | **Baseline value** | **Target value and date** |
| **Long-term goal: Establishing Albania’s Environmental Management and Monitoring System Aligned with Global Environmental Reporting** | | | | | |
| **Project objectives**:  A. To improve institutional and technical capacities to meet and sustain Rio Convention objectives and those of other MEAs | **Outcome indicators:**   * Degree to which the national environmental information portal has been harmonized and enhanced using the existing Protected Area database to address global environmental conventions needs * Extent to which key global caliber environmental indicators are set at the national level and associated baseline information is recorded * Amount by which stakeholders’ capacity for information management and utilization for global environemental reporting needs is enhanced at the national and local level | * The existing national environmental portal is not yet a useful tool for policy-making and reporting to Rio Conventions. There is a lack of robust data on Protected Areas to support decision-making a programming. * Global caliber environmental indicators are incomplete and certain indicators lack a standardized methodology for data collection and/or analysis; current indicators do not match current information needs. * Information that is available may not be presented effectively to policy-makers and communities due to a lack of capacity to visualize and present data effectively; opportunities to engage communities in monitoring and awareness-raising are overlooked. | **By the end of the project:**   * Key government staff in at least 3 offices and Rio Conventions experts from the three conventions use the EIMMS in the course of their official duties * Global caliber environmental indicators and baseline information have been established for all key fields in the protected areas sector. * Use of EIMMS documented in the formulation of at least 3 reports to Rio Conventions * Visualization of data used by project partners to raise awareness of at least 2 international and 3 national issues. | * Meeting Minutes[[5]](#footnote-5) * Structured questionnaires and/or interviews * UNDP quarterly progress reports * Independent mid-term and final evaluation reports * Rio Convention national reports and communications * GEF Cross-Cutting Capacity Development Scorecard | * Risk: The long-term financial, operational and technical sustainability of the EIMMS might face threats in the forms of economic or political changes. * Assumption: Government agencies will provide access to priority data and analysis. * Assumption: The project will be executed in a transparent, holistic, adaptive, and collaborative manner * Assumption: Government and non-governmental project partners will be actively engaged in the project |
| **Outcome 1: Harmonization and enhancement of the national environmental information portal using the existing Protected Area database to address global environmental conventions needs** | | | | | |
| Output 1.1  Assessment of needs and resources available to achieve more cost-effective and relevant data collection and maintenance by better identification of users and their information needs at the local and national level | * Understanding of key data needs and data gaps at local levels and the national level. | * There is currently a mismatch between data collection and data needs, and data gaps make decision-making on key environmental issues difficult. * Data reporting is not coordinated in a proactive way with reporting to the Rio Conventions * Sub-national government agencies and communities may lack easy access to relevant environmental data * Current monitoring reports may not have a clear value to planners and decision-makers | * A protected areas data assessment survey, including high-priority data needs, is completed by the end of Q3[[6]](#footnote-6) of project implemenction and available for use by project partners. * Protected areas data needs are identified for all of the Rio Conventions * Gender-sensitive recommendations are developed by the end of Q4 of project implementation for community use of protected areas data. | * Meeting minutes * Tracking and progress reports[[7]](#footnote-7) * Project technical reports | * Survey respondents contribute their honest attitudes and values * Government partners are amenable to the concept of using data in support of environmental policy-making. |
| Output 1.2:  Elaboration of environmental information management system with development of standards, meta databases to its effective implementation | * Presence of necessary fields for data collection in the protected areas component of the EIMMS * Availability and usage of guidelines on database management (QA/QC, data storage, data protection) * Availability and usage of technical guidance on database administration | * At present there is a mismatch between fields and current needs and reporting obligations * The database has been managed in a short-term, ad hoc way that leaves continuity issues unresolved * Lack of standardized technical guidance that is accepted by a majority of stakeholders. | * By the end of Q8, an external technical review of the database indicates that the necessary fields for data collection are included (and have been added or modified where relevant). * By the end of Q8, an external review indicates that the necessary technical guidance for database use and management has been developed, including guidelines for QA / QC and data storage and protection * At Q8 and Q16, a survey of database users and administrators indicates that they are aware of technical documentation and can provide examples where methodological guidance is followed as a part of their routine job duties. | * Tracking and progress reports * Structured questionnaires and/or interviews * Independent mid-term and final evaluation reports * Technical reports and documentation from project experts | * There is sufficient commitment from government staff to maintain the database in the designated manner * There is sufficient willingness on the part of government partners to contribute to an open dialogue on the long-term database storage and protection issues |
| Output 1.3: Development of data and information centres | * Operational data and information centres * Degree of replication of data and information centres * Consideration of broadening the use of these centres | * At present there is no unified location for comprehensive data on biodiversity and protected areas * When biodiversity and protected areas data has been collected and analysed, these results may not be readily accessible to communities to which they are relevant | * By the end of Q12, two information centres are operational and can demonstrate use by project stakeholders * By the end of Q16, database access and use is observed at at least 4 additional sites in Albania * By the end of Q16, a report has been produced with recommendations on the feasibility of expanding database access to further sites | * Meeting minutes * Tracking and progress reports * Analytical framework * Peer review notes * Policy recommendations * Workshop materials and attendance lists * Updated texts | * Existing facilities at the Ministry and in at least one protected area will remain available for hosting * The portal that is introduced at the centres will be used by project beneficiaries |
| **Outcome 2: Key global caliber environmental indicators are set at national level and associated baseline information is recorded** | | | | | |
| Output 2.1:  An effective set of environmental monitoring indicators is modified from existing ones or developed | * Adoption of appropriate norms, indicators, and standards for environmental monitoring in the sector of protected areas * Degree to which improved indicators lead to improved reporting to the Rio Conventions * Degree to which improved indicators lead to improved environmental monitoring at the national level | * Baseline data on biodiversity and protected areas are currently incomplete. * Certain indicators lack standardized methods for data collection and analysis * Experts involved in reporting to Rio Conventions lack information that covers priority areas and is robust. | * By the end of Q8, at least 4 norms, indicators, and/or standards have been *adopted* at the agency level for use in the protected area database. * By the end of Q12, at least 8 norms, indicators, and/or standards have contributed to reporting for at least 2 Rio Conventions * By the end of Q16, at least 10 additional norms, indicators, and/or standards have been adopted for use in the government’s environmental database system more broadly | * Tracking and progress reports * Database documentation * Review of official reports to Rio Conventions | * Best practices and lessons learned from other countries are appropriately used * The government is willing to participate actively in indicator development and use the resulting information |
| Output 2.2:  Baseline information for environmental indicators is compiled | * Presence of “learning by doing” activities for data collection and analysis * Collection of baseline data through activities under this output and inclusion of these data in the EIMMS | * Staff at certain government agencies required to submit environmental information lack expertise in data collection techniques * Data collection efforts are not streamlined, and they may overlap. | * By Q8, baseline data have been collected and analyzed for all or nearly all fields of the protected areas database identified in Output 1.2. * By Q12, a synthesis report is finalized and available summarizing “learning by doing” activities on baseline data collection and analysis | * Tracking and progress reports * Training materials for learning by doing exercises * Database review * Structured interviews with participating agencies | * Government agencies will determine clear jurisdiction for data collection by various agencies * Data collection techniques will be maintained once they are learned |
| **Outcome 3: Stakeholders’ capacity for information management (collection processing) and utilization (interpretation and reporting) for global environemental reporting needs is enhanced at national and local level** | | | | | |
| **Output 3.1:**  **Training curricula (data management and information management) and regular training modules developed and tested in collaboration with training institutions active in environment. Training of Trainers sessions conducted.** | * Training module in data and information management * Training of trainers | * The general public in Albania remains generally unaware or unconcerned about the contribution of the Rio Conventions to meeting and satisfying local and national socio-economic priorities * Awareness of Rio Convention mainstreaming is limited, with stakeholders not fully appreciating the value of conserving the global environment. * The general public in Albania is generally aware and concerned about global environmental issues, but behavior is increasingly detached from these values due to increasing socio-economic pressures and an absence of innovative approaches to comply with existing legislation. | * By the end of Q4, training needs asssessments will be complete for both government and non-governmental institutions. * Curriculum for training developed and available for use by the end of Q8. | * Workshop and dialogue registration lists * Meeting minutes * Tracking and progress reports * Training of trainers workshop registration and reports | * Workshops and dialogues will further enhance support for Rio Convention mainstreaming * Articles published in the popular media will be read and not skipped over * Brochures will be read and the content absorbed * Participation to the public dialogues attracts people that are new to the concept of Rio Convention mainstreaming, as well as detractors. * Interest in environmental issues can be distinguished from rising interest on Rio Convention mainstreaming |
| Output 3.2:  Provision of training in data and information management for Ministry staff responsible for monitoring and evaluation and Civil Society Organizations (CSO) representatives | * Provision of training to project partner agencies * Provision of training to CSO representatives | * Government agencies responsible for environmental data and information management often lack capacity to carry out these tasks * CSOs may not be aware of certain environmental data that are being collected * Current good practice techniques in data visualization are not used broadly to communicate environmental trends * International good practice is not necessarily used by agencies in environmental data management. | * By the end of Q8, pilot training on information management and monitoring has been provided to 20 project stakeholders (taking gender representation into account). * By the end of Q16, additional training that incorporates feedback from participants is provided to at least 30 project stakeholders (taking gender representation into account). * By the end of Q16, training activities are reported in at least one report or official communication to a Rio Convention or Conventions. | * Training curriculum * Training workshop registration and reports * Tracking and progress reports * Official national-level communications to the Rio Conventions | * Government agencies will allocate sufficient time and staff for successful trainings * Rio Convention focal points and expert teams will be willing to include new, topical information in their reporting. |
| Output 3.3:  Data used to inform reporting, outreach and policy-making | * Data-driven reports used to brief environmental policy-makers * Data-driven reports used to inform reporting on the Rio Conventions | * There is a mismatch between information collected for environmental reporting and the information needed * There is a lack of data used in policy-making (most data collected are used almost exclusively for statistical reporting) * Data are not generally packaged for non-technical audiences | * By the end of Q8, a topical report or reports completed under Output 3.3 on a national or sub-national environmental is completed and is presented in a briefing to policy-makers. * By the end of Q16, a topical report or reports completed under Output 3.3 on a global issue is completed and is published in at least one report or official communication to a Rio Convention or Conventions. | * Tracking and progress reports * Technical reports * Official national-level communications to the Rio Communications | * Environmental policy-makers will be interested in issue reports produced * Rio Convention focal points and expert teams will be willing to include new, topical information in their reporting. |
| Output 3.4:  Environmental monitoring used to raise awareness of global environmental issues | * Presence of a community-based monitoring or citizen science program involving environmental information / monitoring * Level of awareness at the local level of community-based monitoring * Level of awareness at the level of national project partners regarding community-based monitoring | * There is low awareness among communities about environmental quality indicators and their use * Communities and schools have not yet been involved in environmental data collection and monitoring | * By the end of Q12, a community-based monitoring program is underway involving at least 3 schools and/or communities (taking gender representation into account). * By the end of the project, key stakeholders in the community are aware of the program, and relevant protected areas management staff are aware of the results. | * Meeting minutes * Tracking and progress reports * Structured interviews in the participating community * Other interviews with project partners at the national level | * Protected areas will be identified in which there is sufficient school and/or community interest in a community-based monitoring program |

## Total budget and workplan

|  |  |  |  |
| --- | --- | --- | --- |
| **Award ID:** |  | Project ID(s): |  |
| **Award Title:** | Establishing Albania’s Environmental Information Monitoring and Management System Aligned with the Global Environmental Reporting | | |
| **Business Unit:** | *ALB10* | | |
| **Project Title:** | Establishing Albania’s Environmental Information Monitoring and Management System Aligned with the Global Environmental Reporting | | |
| **PIMS no.** | **5308** | | |
| **Implementing Partner (Executing Agency)** | Ministry of Environment | | |

| **GEF Outcome/Atlas Activity** | | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **Atlas Budget Description** | **Amount Year 1 (USD)** | **Amount Year 2 (USD)** | **Amount Year 3 (USD)** | **Amount Year 4 (USD)** | **Total** | **Budget Note** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Outcome 1: Harmonization and enhancement of the national environmental information portal using the existing Protected Areas database to address global environmental conventions needs | | 62000 | GEF | 71300 | Local consultants (national) | 54,810 | 54,810 | 50,750 | 42,630 | 203,000 | 1 |
| 71200 | International consultants (international) | 5000 | 10,000 |  | 5000 | 20,000 | 2 |
| 72100 | Contractual Services-Companies | 12,900 | 12,900 | 12,900 | 12,900 | 51,600 | 3 |
| 74200 | Audio-visual and printing production costs | 10,200 | 15,000 | 15,000 | 12,500 | 52,700 | 4 |
| 72800 | IT Equipment | 10,000 | 15,000 | 9,000 |  | 34,000 | 5 |
| 71600 | Travel | 1,500 | 1,500 | 1,500 | 1,500 | 6,000 | 6 |
|  | |  |  |  | TOTAL OUTCOME 1 | 94,410 | 109,210 | 89,150 | 74,530 | 367,300 |  |
| Outcome 2: Key global caliber environmental indicators are set at national level and associated baseline information is recorded | | 62000 | GEF | 71300 | Local consultants (national) | 23,490 | 23,490 | 21,750 | 18,270 | 87,000 | 7 |
| 71200 | International consultants (international) |  | 5,000 |  | 5,000 | 10,000 | 8 |
| 72100 | Contractual Services-Companies | 14,500 | 8,000 | 8,000 | 14,500 | 45,000 | 9 |
| 72800 | IT Equipment |  | 30,000 | 30,000 |  | 60,000 | 10 |
| 74200 | Audio-visual and printing production costs | 2,500 | 2,500 | 2,500 | 5,000 | 12,500 | 11 |
| 71600 | Travel | 1,800 | 1,800 | 1,800 | 1,800 | 7,200 | 12 |
|  | | |  |  | TOTAL OUTCOME 2 | 42,290 | 70,790 | 64,050 | 44,570 | 221,700 |  |
| Outcome 3: Stakeholders’ capacity for information management (collection processing) and utilization (interpretation and reporting) for global environmental reporting needs is enhanced at national and local level | | 62000 | GEF | 71300 | Local consultants (national) | 42,930 | 42,930 | 39,750 | 33,390 | 159,000 | 13 |
| 71200 | International consultants (international) |  | 5,000 |  | 5,000 | 10,000 | 14 |
| 72100 | Contractual Services-Companies | 8,000 | 16,000 | 16,000 | 8,000 | 48,000 | 15 |
| 72200 | Equipment and furniture |  | 10,000 | 10,000 |  | 20,000 | 16 |
| 74200 | Audio-visual and printing production costs | 5,000 | 10,000 | 15,000 | 20,000 | 50,000 | 17 |
| 71600 | Travel | 1,500 | 1,500 | 1,500 | 1,500 | 6,000 | 18 |
|  | | |  |  | TOTAL OUTCOME 3 | 57,430 | 85,430 | 82,250 | 67,890 | 293,000 |  |
| Project Management | | 62000 | GEF | 71400 | Contractual Services - Indiv | 8,000 | 8,000 | 8,000 | 8,000 | 32,000 | 19 |
| 71400 | Contractual Services - Indiv | 6,450 | 6,450 | 6,450 | 6,450 | 25,800 | 20 |
| 74598 | Direct Project Cost -GOE | 3,300 | 3,300 | 3,300 | 3,300 | 13,200 | 21 |
| 71600 | Travel | 800 | 800 | 800 | 800 | 3,200 | 22 |
| 74100 | Professional Services (Audit Fee) | 3000 | 3,000 | 3,000 | 3,000 | 12,000 | 23 |
| 74500 | Miscellaneous | 500 | 500 | 500 | 300 | 1,800 | 24 |
|  | |  |  |  | TOTAL PROJECT MANAGEMENT | 22,050 | 22,050 | 22,050 | 21,850 | 88,000 |  |
|  | |  |  |  | **TOTAL GEF ALLOCATION** | **216,180** | **287,480** | **257,500** | **208,840** | **970,000** |  |
|  |  |  |  |  |  |  |  |  |  |  |  |

**Budget Notes:**

|  |  |
| --- | --- |
| 1 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for this consultant.](#RANGE!Annex_TORs) |
| 2 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for thise consultant.](#RANGE!Annex_TORs) |
| 3 | Subcontract for the construction of the EIMMS |
| 4 | Expenditures related to communication activities/ materials for Outcome 1. |
| 5 | Purchase of equipment such as computer hardware and software necessary for the EIMMS |
| 6 | Travel for international experts and DSA for field work & missions in Albania for international experts and national experts (information centres). |
| 7 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for this consultant.](#RANGE!Annex_TORs) |
| 8 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for this consultant.](#RANGE!Annex_TORs) |
| 9 | Subcontracts for indicator development and data collection activities |
| 10 | [Purchase of computer hardware, computer software, and measurement equipment for recording environmental data](#RANGE!Annex_TORs) |
| 11 | Expenditures related to communication activities/ materials for Outcome 2. |
| 12 | Travel for international experts (M&E) and for national experts (data collection outside of Tirana). |
| 13 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for this consultant.](#RANGE!Annex_TORs) |
| 14 | [Annex 3 provides details on total weeks, weekly rate and terms of reference for this consultant.](#RANGE!Annex_TORs) |
| 15 | Subcontracts for curriculum development, training sessions, and community-based monitoring program. |
| 16 | Purchase of measurement kits and possibly cameras for community based monitoring. |
| 17 | Expenditures related to communication activities/ materials for Outcome 3. |
| 18 | Travel for national experts to community sites. |
| 19 | [Contract for Project Manager (ToRs and weekly rate in Annex 3)](#RANGE!Annex_TORs) |
| 20 | [Contract for Project Assistant (ToRs and weekly rate in Annex 3).](#RANGE!Annex_TORs) |
| 21 | Direct project costs are described in the attached draft Letter of Agreement with the Implementing Partner in Annex 7 |
| 22 | Management-related travel to/from project sites for the project management team to enable hands-on management (estimated 5 day-trips @ $160/day). |
| 23 | Audit fee, 4x USD 3,000 |
| 24 | Includes bank fees, storage, insurance, and other expenses. |

**Summary of Funds:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | Amount | Amount | Amount | Amount |
| Year 1 | Year 2 | Year 3 | Year 4 |
| **GEF** | $216,180 | $287,480 | $257,500 | $208,840 |
| **UNDP** | $1,315,000 | $710,000 | $10,000 | $15,000 |
| **REC** | $0 | $277,767 | $277,767 | $277,766 |
| **Coastal Agency** | $27,200 | $27,200 | $27,200 | $27,200 |
| **INCA** | $17,500 | $17,500 | $17,500 | $17,500 |
| **GIZ** | $566,900 | $566,900 | $566,900 | $566,900 |
| **MinEnv** | $0 | $30,000 | $30,000 | $40,000 |
| **TOTAL** | $2,142,780 | $1,916,847 | $1,186,867 | $1,153,206 |

## Management Arrangements and Monitoring and Evaluation Framework

**Project Manager**

**Technical Expert**

**Project Board**

**Senior Beneficiary:**

**Ministry of Environment (MoE)**

**Executive: Ministry of Environment, UNDP Country Office**

**Senior Supplier:**

**UNDP Country Office**

**Project Assurance**

UNDP Country Office

**Project Support**

**Project Organisation Structure**

**Consultants, Institutions, NGOs, for Specific Activities**

**Technical Working Group**

Monitoring and Evaluation (M&E) Framework

The project will be monitored through the following M&E activities. The M& E budget is provided in the table below.

**Project start:**

A Project Inception Workshop will be held within the first 2 months of project start with those with assigned roles in the project organization structure, UNDP country office and where appropriate/feasible regional technical policy and programme advisors as well as other stakeholders. The Inception Workshop is crucial to building ownership for the project results and to plan the first year annual work plan.

The Inception Workshop should address a number of key issues including:

1. Assist all partners to fully understand and take ownership of the project. Detail the roles, support services and complementary responsibilities of UNDP CO and RCU staff vis à vis the project team. Discuss the roles, functions, and responsibilities within the project's decision-making structures, including reporting and communication lines, and conflict resolution mechanisms. The Terms of Reference for project staff will be discussed again as needed.
2. Based on the project results framework and the relevant GEF Tracking Tool if appropriate, finalize the first annual work plan. Review and agree on the indicators, targets and their means of verification, and recheck assumptions and risks.
3. Provide a detailed overview of reporting, monitoring and evaluation (M&E) requirements. The Monitoring and Evaluation work plan and budget should be agreed and scheduled.
4. Discuss financial reporting procedures and obligations, and arrangements for annual audit.
5. Plan and schedule Project Board meetings. Roles and responsibilities of all project organisation structures should be clarified and meetings planned. The first Project Board meeting should be held within the first 12 months following the inception workshop.

An Inception Workshop report is a key reference document and must be prepared and shared with participants to formalize various agreements and plans decided during the meeting.

**Quarterly:**

* Progress made shall be monitored in the UNDP Enhanced Results Based Managment Platform.
* Based on the initial risk analysis submitted, the risk log shall be regularly updated in ATLAS. Risks become critical when the impact and probability are high. Note that for UNDP GEF projects, all financial risks associated with financial instruments such as revolving funds, microfinance schemes, or capitalization of ESCOs are automatically classified as critical on the basis of their innovative nature (high impact and uncertainty due to no previous experience justifies classification as critical).
* Based on the information recorded in Atlas, a Project Progress Reports (PPR) can be generated in the Executive Snapshot.
* Other ATLAS logs can be used to monitor issues, lessons learned etc... The use of these functions is a key indicator in the UNDP Executive Balanced Scorecard.

**Annually:**

* Annual Project Review/Project Implementation Reports (APR/PIR): This key report is prepared to monitor progress made since project start and in particular for the previous reporting period (30 June to 1 July). The APR/PIR combines both UNDP and GEF reporting requirements.

The APR/PIR includes, but is not limited to, reporting on the following:

* Progress made toward project objective and project outcomes - each with indicators, baseline data and end-of-project targets (cumulative)
* Project outputs delivered per project outcome (annual).
* Lesson learned/good practice.
* AWP and other expenditure reports
* Risk and adaptive management
* ATLAS QPR
* Portfolio level indicators (i.e. GEF focal area tracking tools) are used by most focal areas on an annual basis as well.

**Periodic Monitoring through site visits:**

UNDP CO and the UNDP RCU will conduct visits to project sites based on the agreed schedule in the project's Inception Report/Annual Work Plan to assess first hand project progress. Other members of the Project Board may also join these visits. A Field Visit Report/BTOR will be prepared by the CO and UNDP RCU and will be circulated no less than one month after the visit to the project team and Project Board members.

**Mid-term of project cycle:**

If deemed necessary, the project will undergo an independent Mid-Term Evaluation at the mid-point of project implementation (insert date). The Mid-Term Evaluation will determine progress being made toward the achievement of outcomes and will identify course correction if needed. It will focus on the effectiveness, efficiency and timeliness of project implementation; will highlight issues requiring decisions and actions; and will present initial lessons learned about project design, implementation and management. Findings of this review will be incorporated as recommendations for enhanced implementation during the final half of the project’s term. The organization, terms of reference and timing of the mid-term evaluation will be decided after consultation between the parties to the project document. The Terms of Reference for this Mid-term evaluation will be prepared by the UNDP CO based on guidance from the Regional Coordinating Unit and UNDP-GEF. The management response and the evaluation will be uploaded to UNDP corporate systems, in particular the [UNDP Evaluation Office Evaluation Resource Center (ERC)](http://erc.undp.org/index.aspx?module=Intra).

The relevant GEF Focal Area Tracking Tools will also be completed during the mid-term evaluation cycle.

**End of Project:**

An independent Final Evaluation will take place three months prior to the final Project Board meeting and will be undertaken in accordance with UNDP and GEF guidance. The final evaluation will focus on the delivery of the project’s results as initially planned (and as corrected after the mid-term evaluation, if any such correction took place). The final evaluation will look at impact and sustainability of results, including the contribution to capacity development and the achievement of global environmental benefits/goals. The Terms of Reference for this evaluation will be prepared by the UNDP CO based on guidance from the Regional Coordinating Unit and UNDP-GEF.

The Terminal Evaluation should also provide recommendations for follow-up activities and requires a management response which should be uploaded to PIMS and to the [UNDP Evaluation Office Evaluation Resource Center (ERC)](http://erc.undp.org/index.aspx?module=Intra).

The relevant GEF Focal Area Tracking Tools will also be completed during the final evaluation.

During the last three months, the project team will prepare the Project Terminal Report. This comprehensive report will summarize the results achieved (objectives, outcomes, outputs), lessons learned, problems met and areas where results may not have been achieved. It will also lay out recommendations for any further steps that may need to be taken to ensure sustainability and replicability of the project’s results.

**Audit clause:**

Audit on project will follow UNDP Financial Regulations and Rules and applicable Audit policies.

**Learning and knowledge sharing:**

Results from the project will be disseminated within and beyond the project intervention zone through existing information sharing networks and forums.

The project will identify and participate, as relevant and appropriate, in scientific, policy-based and/or any other networks, which may be of benefit to project implementation though lessons learned. The project will identify, analyze, and share lessons learned that might be beneficial in the design and implementation of similar future projects.

Finally, there will be a two-way flow of information between this project and other projects of a similar focus.

**Communications and visibility requirements:**

Full compliance is required with UNDP’s Branding Guidelines. These can be accessed at <http://intra.undp.org/coa/branding.shtml>, and specific guidelines on UNDP logo use can be accessed at: <http://intra.undp.org/branding/useOfLogo.html>. Amongst other things, these guidelines describe when and how the UNDP logo needs to be used, as well as how the logos of donors to UNDP projects needs to be used. For the avoidance of any doubt, when logo use is required, the UNDP logo needs to be used alongside the GEF logo. The [GEF logo](http://www.thegef.org/gef/GEF_logo) can be accessed at: <http://www.thegef.org/gef/GEF_logo>. The [UNDP logo](http://intra.undp.org/coa/branding.shtml) can be accessed at <http://intra.undp.org/coa/branding.shtml>.

Full compliance is also required with the GEF’s Communication and Visibility Guidelines (the “GEF Guidelines”). The GEF Guidelines can be accessed at: <http://www.thegef.org/gef/sites/thegef.org/files/documents/C.40.08_Branding_the_GEF%20final_0.pdf>. Amongst other things, the GEF Guidelines describe when and how the GEF logo needs to be used in project publications, vehicles, supplies and other project equipment. The GEF Guidelines also describe other GEF promotional requirements regarding press releases, press conferences, press visits, visits by Government officials, productions and other promotional items.

Where other agencies and project partners have provided support through co-financing, their branding policies and requirements should be similarly applied.

**M&E work plan and budget**

| **Type of M&E activity** | **Responsible Parties** | **Budget US$**  *Excluding project team staff time* | **Time frame** |
| --- | --- | --- | --- |
| Inception Workshop and Report | * Project Manager * UNDP CO, UNDP GEF | Indicative cost: USD 6,500 | Within first two months of project start up |
| Measurement of Means of Verification of project results. | * UNDP GEF RTA/Project Manager will oversee the hiring of specific studies and institutions, and delegate responsibilities to relevant team members. | To be finalized in Inception Phase and Workshop. | Start, mid and end of project (during evaluation cycle) and annually when required. |
| Measurement of Means of Verification for Project Progress on *output and implementation* | * Oversight by Project Manager * Project team | To be determined as part of the Annual Work Plan's preparation. | Annually prior to ARR/PIR and to the definition of annual work plans |
| ARR/PIR | * Project manager and team * UNDP CO * UNDP RTA * UNDP EEG | None | Annually |
| Periodic status/ progress reports | * Project manager and team | None | Quarterly |
| Mid-term Evaluation | * Project manager and team * UNDP CO * UNDP RCU * External Consultants (i.e. evaluation team) | Indicative cost: USD15,000 (optional) | At the mid-point of project implementation. Not mandatory for MSPs but may be undertaken if deemed necessary. |
| Final Evaluation | * Project manager and team, * UNDP CO * UNDP RCU * External Consultants (i.e. evaluation team) | Indicative cost :  USD 15,000 | At least three months before the end of project implementation |
| Project Terminal Report | * Project manager and team * UNDP CO * local consultant | 0 | At least three months before the end of the project |
| Audit | * UNDP CO * Project manager and team | Indicative cost: USD 3,000/year (USD 12,000 total) | Yearly |
| Visits to field sites | * UNDP CO * UNDP RCU (as appropriate) * Government representatives | For GEF supported projects, paid from IA fees and operational budget | Yearly |
| **TOTAL indicative COST**  Excluding project team staff time and UNDP staff and travel expenses | | USD 48,500 |  |

## Legal Context

Standard text has been inserted in the template. It should be noted that although there is no specific statement on the responsibility for the safety and security of the executing agency in the SBAA and the supplemental provisions, the second paragraph of the inserted text should read in line with the statement as specified in SBAA and the supplemental provision, i.e. “the Parties may agree that an Executing Agency shall assume primary responsibility for execution of a project.”

This document together with the CPAP signed by the Government and UNDP which is incorporated by reference constitute together a Project Document as referred to in the SBAA and all CPAP provisions apply to this document.

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

The implementing partner shall:

1. 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;
2. assume all risks and liabilities related to the implementing partner’s security, and the full implementation of the security plan.

UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The implementing partner agrees to undertake all reasonable efforts to ensure that none of the UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via <http://www.un.org/Docs/sc/committees/1267/1267ListEng.htm>. This provision must be included in all sub-contracts or sub-agreements entered into under this Project Document.

# PART II: ANNEXES

Annex 1: Capacity Development Scorecard

Annex 2: Environmental and Social Review Criteria

Annex 3: Terms of Reference for Key Project Personnel and Consultants

Annex 4: PPG Status Report

Annex 5: References

Annex 6: GEF Request for CEO Endorsement (RCE) – to be attached

Annex 7: Letter of Agreement for support services

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## Annex 1: Capacity Development Scorecard

Project/Programme Name: **Establishing Albania’s Environmental Information Management and Monitoring System aligned with the global environmental reporting**

Project/Programme Cycle Phase: Project preparation Date: January 2015

| **Capacity Result / Indicator** | **Staged Indicators** | **Rating** | **Score** | **Comments** | **Next Steps** | **Contribution to which Outcome** |
| --- | --- | --- | --- | --- | --- | --- |
| **CR 1: Capacities for engagement** | | |  |  |  |  |
| Indicator 1 – Degree of legitimacy/mandate of lead environmental organizations | Institutional responsibilities for environmental management are not clearly defined | 0 | 0 / 1 | Institutional responsibilities for environmental management are defined broadly by environmental laws, but responsibilities overlap in the area of data collection and management, and there is a need for clarification of responsibility in certain areas. | The project working group will clarify data collection as part of its work on the institutional foundation of the EIMMS. | 1 |
| Institutional responsibilities for environmental management are identified | 1 |
| Authority and legitimacy of all lead organizations responsible for environmental management are partially recognized by stakeholders | 2 |
| Authority and legitimacy of all lead organizations responsible for environmental management recognized by stakeholders | 3 |
| Indicator 2 – Existence of operational co-management mechanisms | No co-management mechanisms are in place | 0 | 1 | Some co-management mechanisms are in place and operational (e.g. reporting environmental data to Instat), while in other cases it may be difficult to obtain environmental data from other branch ministries. | The project working group will clarify data collection as part of its work on the institutional foundation of the EIMMS. | 1,2 |
| Some co-management mechanisms are in place and operational | 1 |
| Some co-management mechanisms are formally established through agreements, MOUs, etc. | 2 |
| Comprehensive co-management mechanisms are formally established and are operational/functional | 3 |
| Indicator 3 – Existence of cooperation with stakeholder |  | 0 | 1 / 2 | In certain areas (e.g. the Aarhus Convention), there is a mechanism established for communicating with stakeholders.  In other areas (e.g. environmental monitoring), the flow of environmental information tends to be unidirectional and may not reach communities in which data are collected. | The use of existing information centres to provide access to the planned information portal on protected areas (and subsequently on biodiversity more generally) will allow information to flow back to communities. The establishment of a community-based monitoring program will also involve a community or communities directly in the environmental monitoring process. | 1,3 |
| Stakeholders are identified but their participation in decision-making is limited | 1 |
| Stakeholders are identified and regular consultations mechanisms are established | 2 |
| Stakeholders are identified and they actively contribute to established participative decision-making processes | 3 |
| **CR 2: Capacities to generate, access and use information and knowledge** | | | |  |  |  |
| Indicator 4 – Degree of environmental awareness of stakeholders | Stakeholders are not aware about global environmental issues and their related possible solutions (MEAs) | 0 | 1 | There is increasing information and awareness on environment-related issues but still there are gap in knowledge and tools how to address sustainable management scenarios and provide solutions | More knowledge and insight in different environment related sectors and relevant institutions will be delivered thought the project activities and products to enable understanding and reasoning among the stakeholders and communities. | 3 |
| Stakeholders are aware about global environmental issues but not about the possible solutions (MEAs) | 1 |
| Stakeholders are aware about global environmental issues and the possible solutions but do not know how to participate | 2 |
| Stakeholders are aware about global environmental issues and are actively participating in the implementation of related solutions | 3 |
| Indicator 5 – Access and sharing of environmental information by stakeholders | The environmental information needs are not identified and the information management infrastructure is inadequate | 0 | 1 | Environmental information needs have been identified generally in a series of technical assistance projects that have taken place in Albania over the previous decade.  However, information needs have not been prioritized or analysed for cost-effectiveness, and in many cases information needs have not been coupled with the necessary norms, standards, and measurement methodologies.  Finally, the information management infrastructure is currently inadequate in terms of having the necessary fields of information and in terms of QA/QC and data protection measures. | The project activities will specifically address the need to prioritize data collection, provide appropriate standards and norms, and support good practice in information management. | 1,2 |
| The environmental information needs are identified but the information management infrastructure is inadequate | 1 |
| The environmental information is partially available and shared among stakeholders but is not covering all focal areas and/or the information management infrastructure to manage and give information access to the public is limited | 2 |
| Comprehensive environmental information is available and shared through an adequate information management infrastructure | 3 |
| Indicator 6 – Existence of environmental education programmes | No environmental education programmes are in place | 0 | 1 | Ad hoc environmental education initiatives have taken place in Albania supported by government, academia, and CSOs.  Environmental education programs related to the Rio Conventions have not been conducted in a coordinated way. Furthermore, environmental education programs have not focused on the active use of environmental information (data and indicators) by stakeholders outside of government. | The project will involve a community or communities in environmental monitoring in order to raise awareness about environmental information.  The project will also involve the publication of data-driven reports on national and international environmental issues that can be used to educate citizens. | 3 |
| Environmental education programmes are partially developed and partially delivered | 1 |
| Environmental education programmes are fully developed but partially delivered | 2 |
| Comprehensive environmental education programmes exist and are being delivered | 3 |
| Indicator 7 – Extent of the linkage between environmental research/science and policy development | No linkage exist between environmental policy development and science/research strategies and programmes | 0 | 0 / 1 | There are still weak patterns with gaps in institutional, technical, organisational and financial aspects | The data stock-taking in the project will establish data and research gaps.  The project will also determine key data needs and will help the government target its support for research in an effective manner.  The project will also coordinate with Natura 2000 in order to leverage the data generated and information in both projects. | 1,2 |
| Research needs for environmental policy development are identified but are not translated into relevant research strategies and programmes | 1 |
|  | Relevant research strategies and programmes for environmental policy development exist but the research information is not responding fully to the policy research needs | 2 |
|  | Relevant research results are available for environmental policy development | 3 |
| Indicator 8 – Extent of inclusion / use of traditional knowledge in environmental decision-making | Traditional knowledge is ignored and not taken into account into relevant participative decision-making processes | 0 | 1 | Clearly not taken into account in the decision making process and environmental planning strategies but there is a great deal of rural management practice and traditional knowledge in forest resources, waste, land and water resource management that could be utilized | Project will propose and streamline respective traditional management practices into participatory decision making process | 3 |
| Traditional knowledge is identified and recognized as important but is not collected and used in relevant participative decision-making processes | 1 |
|  | Traditional knowledge is collected but is not used systematically into relevant participative decision-making processes | 2 |
|  | Traditional knowledge is collected, used and shared for effective participative decision-making processes | 3 |
| **CR 3: Capacities for strategy, policy and legislation development** | | |  |  |  |  |
| Indicator 9 – Extent of the environmental planning and strategy development process | The environmental planning and strategy development process is not coordinated and does not produce adequate environmental plans and strategies | 0 | 2 | While the environmental planning and strategy development process is now well established and comprehensive, it can be difficult for the Government to make certain decisions (e.g. establishing hunting quotas) due to a lack of robust environmental information. | The project will generate environmental information that can be used to inform the environmental policy-making process in Albania. | 1,2,3 |
|  | The environmental planning and strategy development process does produce adequate environmental plans and strategies but they are not implemented/used | 1 |
|  | Adequate environmental plans and strategies are produced but there are only partially implemented because of funding constraints and/or other problems | 2 |
|  | The environmental planning and strategy development process is well coordinated by the lead environmental organizations and produces the required environmental plans and strategies; which are being implemented | 3 |
| Indicator 10 – Existence of an adequate environmental policy and regulatory frameworks | The environmental policy and regulatory frameworks are insufficient; they do not provide an enabling environment | 0 | 1 / 2 | Reviews of policy and regulatory frameworks (e.g. 2012 2nd UNECE Environmental Performance Review) have found that these frameworks are relatively well developed. However, gaps have been identified in implementation and enforcement. | Support implementation and enforcement by improving the availability of environmental information for decision-making and for awareness-raising and advocacy. | 1,2,3 |
| Some relevant environmental policies and laws exist but few are implemented and enforced | 1 |
| Adequate environmental policy and legislation frameworks exist but there are problems in implementing and enforcing them | 2 |
| Adequate policy and legislation frameworks are implemented and provide an adequate enabling environment; a compliance and enforcement mechanism is established and functions | 3 |
| Indicator 11 – Adequacy of the environmental information available for decision-making | The availability of environmental information for decision-making is lacking | 0 | 1 | Information exists, but it is not sufficient to support environmental decision-making processes both in quality and in quantity. | Identify and address information gaps.  Increase the capacity of environmental agencies to analyse, visualize, and utilize data collected under the project. | 1,2,3 |
| Some environmental information exists but it is not sufficient to support environmental decision-making processes | 1 |
|  | Relevant environmental information is made available to environmental decision-makers but the process to update this information is not functioning properly | 2 |
|  | Political and administrative decision-makers obtain and use updated environmental information to make environmental decisions | 3 |
| **CR 4: Capacities for management and implementation** | | |  |  |  |  |
| Indicator 12 – Existence and mobilization of resources | The environmental organizations don’t have adequate resources for their programmes and projects and the requirements have not been assessed | 0 | 2 | Funding sources for resource requirements are partially identified and the resource requirements are partially addressed. One barrier to capacity in this area is the need to identify *priority* issues to be addressed in order to use available resources most efficiently. | Prioritization of issues arising from environmental information and monitoring should improve the coverage of existing funding in meeting urgent needs. | 1,3 |
|  | The resource requirements are known but are not being addressed | 1 |
|  | The funding sources for these resource requirements are partially identified and the resource requirements are partially addressed | 2 |
|  | Adequate resources are mobilized and available for the functioning of the lead environmental organizations | 3 |
| Indicator 13 – Availability of required technical skills and technology transfer | The necessary required skills and technology are not available and the needs are not identified | 0 | 1 | There is still absence of skills and necessary / appropriate technology setup / access. | The project will promote, provide and encourage access to appropriate skills and relevant environment monitoring management logistic as per identified priorities; | 2,3 |
| The required skills and technologies needs are identified as well as their sources | 1 |
|  | The required skills and technologies are obtained but their access depend on foreign sources | 2 |
|  | The required skills and technologies are available and there is a national-based mechanism for updating the required skills and for upgrading the technologies | 3 |
| **CR 5: Capacities to monitor and evaluate** | | |  |  |  |  |
| Indicator 14 – Adequacy of the project / programme monitoring process | Irregular project monitoring is being done without an adequate monitoring framework detailing what and how to monitor the particular project or programme | 0 |  |  | A project monitoring framework has been proposed that is designed to ensure that monitoring information is produced timely and accurately and is used by the implementation team for learning / adaptive management purposes. | 1,2,3 |
|  | An adequate resourced monitoring framework is in place but project monitoring is irregularly conducted | 1 |
|  | Regular participative monitoring of results in being conducted but this information is only partially used by the project/programme implementation team | 2 |
|  | Monitoring information is produced timely and accurately and is used by the implementation team to learn and possibly to change the course of action | 3 |
| Indicator 15 – Adequacy of the project/programme monitoring and evaluation process | None or ineffective evaluations are being conducted without an adequate evaluation plan; including the necessary resources | 0 |  |  | An evaluation plan for the project has been proposed that is designed to ensure that information from the evaluations can inform learning and adaptive management on the part of the project team. In addition, independent mid-term and final evaluation reports will be prepared. | 1,2,3 |
| An adequate evaluation plan is in place but evaluation activities are irregularly conducted | 1 |
| Evaluations are being conducted as per an adequate evaluation plan but the evaluation results are only partially used by the project/programme implementation team | 2 |
| Effective evaluations are conducted timely and accurately and are used by the implementation team and the Agencies and GEF Staff to correct the course of action if needed and to learn for further planning activities | 3 |

## Annex 2: Social and Environmental Screening Template

**Project Information**

|  |  |
| --- | --- |
| ***Project Information*** |  |
| 1. Project Title | Establishing Albania’s Environmental Information Management and Monitoring System Aligned with the Global Reporting |
| 1. Project Number | 5638 |
| 1. Location (Global/Region/Country) | Albania |

**Part A. Integrating Overarching Principles to Strengthen Social and Environmental Sustainability**

|  |
| --- |
| **QUESTION 1: How Does the Project Integrate the Overarching Principles in order to Strengthen Social and Environmental Sustainability?** |
| ***Briefly describe in the space below how the Project mainstreams the human-rights based approach*** |
| * The project development process involved the active participation of both rights-holders and duty-bearers. Analysis in the project development process explicitly focused on structural causes of the non-realization of rights; in this case, access to timely and accurate environmental information to support decision-making on the part of duty-bearers and awareness for rights-holders. Project activities and outcomes were developed to support implementation of national and international commitments in the area of environment. * All project components include activities to build the capacities of duty-bearers to fulfill their obligations, and Project Component 3 includes activities to build the capacity of rights-holders to claim their rights. * Project monitoring and evaluation will examine project processes and outcomes with a view to human rights standards and principles. * The project has been informed by the recommendations of international human rights bodies, particularly with regards to the rights of women. |
| ***Briefly describe in the space below how the Project is likely to improve gender equality and women’s empowerment*** |
| * The proposed project will analyse any gender-based differences in access to environmental information in Albania and will work to address them. The project has already involved the Gender Contact Person at the Ministry of Environment and will maintain open lines of communication. Project indicators are designed to explicitly measure the representation of women in trainings and other project-related activities. Furthermore, the proposed use of schools for awareness-raising activities in Component 3 of the project will ensure that activities will reach boys and girls equally. |
| ***Briefly describe in the space below how the Project mainstreams environmental sustainability*** |
| * Several activities in the project are designed to support the use of environmental data in broader government decision-making regarding resource use and economic development. Improved reporting and compliance with the Rio Conventions will also increase the extent to which environmental sustainability is a part of the public sector and community life more broadly in Albania. |

**Part B. Identifying and Managing Social and Environmental Risks**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **QUESTION 2: What are the Potential Social and Environmental Risks?**  *Note: Describe briefly potential social and environmental risks identified in Attachment 1 – Risk Screening Checklist (based on any “Yes” responses).* | **QUESTION 3: What is the level of significance of the potential social and environmental risks?**  *Note: Respond to Questions 4 and 5 below before proceeding to Question 6* | | | | **QUESTION 6: What social and environmental assessment and management measures have been conducted and/or are required to address potential risks (for Risks with Moderate and High Significance)?** | |
| ***Risk Description*** | ***Impact and Probability (1-5)*** | ***Significance***  ***(Low, Moderate, High)*** | ***Comments*** | | ***Description of assessment and management measures as reflected in the Project design. If ESIA or SESA is required note that the assessment should consider all potential impacts and risks.*** | |
| Risk 1: …. **N/A -- see checklist** | I =  P = |  |  | |  | |
| Risk 2 …. | I =  P = |  |  | |  | |
| Risk 3: …. | I =  P = |  |  | |  | |
| Risk 4: …. | I =  P = |  |  | |  | |
| [add additional rows as needed] |  |  |  | |  | |
|  | **QUESTION 4: What is the overall Project risk categorization?** | | | | | |
| **Select one (see** [**SESP**](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-screening-procedure.html) **for guidance)** | | | | | **Comments** |
| ***Low Risk*** | | | **X** | | **The project does not involve any investments or infrastructure-related activities – see checklist.** |
| ***Moderate Risk*** | | | **☐** | |  |
| ***High Risk*** | | | **☐** | |  |
|  | **QUESTION 5: Based on the identified risks and risk categorization, what requirements of the SES are relevant?** | | | | |  |
| Check all that apply | | | | | **Comments** |
| ***Principle 1: Human Rights*** | | | **☐** | |  |
| ***Principle 2: Gender Equality and Women’s Empowerment*** | | | **☐** | |  |
| ***1. Biodiversity Conservation and Natural Resource Management*** | | | **☐** | |  |
| ***2. Climate Change Mitigation and Adaptation*** | | | **☐** | |  |
| ***3. Community Health, Safety and Working Conditions*** | | | **☐** | |  |
| ***4. Cultural Heritage*** | | | **☐** | |  |
| ***5. Displacement and Resettlement*** | | | **☐** | |  |
| ***6. Indigenous Peoples*** | | | **☐** | |  |
| ***7. Pollution Prevention and Resource Efficiency*** | | | **☐** | |  |

**Final Sign Off**

|  |  |  |
| --- | --- | --- |
| ***Signature*** | ***Date*** | ***Description*** |
| QA Assessor  C:\Users\elvita.kabashi\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\HNG5YDZK\photo (7).JPG | March,2, 2015 | UNDP staff member responsible for the Project, typically a UNDP Programme Officer. Final signature confirms they have “checked” to ensure that the SESP is adequately conducted. |
| QA Approver |  | UNDP senior manager, typically the UNDP Deputy Country Director (DCD), Country Director (CD)**,** Deputy Resident Representative (DRR), or Resident Representative (RR). The QA Approver cannot also be the QA Assessor. Final signature confirms they have “cleared” the SESP prior to submittal to the PAC. |
| PAC Chair |  | UNDP chair of the PAC. In some cases PAC Chair may also be the QA Approver. Final signature confirms that the SESP was considered as part of the project appraisal and considered in recommendations of the PAC. |

**SESP Attachment 1. Social and Environmental Risk Screening Checklist**

|  |  |
| --- | --- |
| **Checklist Potential Social and Environmental Risks** |  |
| **Principles 1: Human Rights** | **Answer  (Yes/No)** |
| 1. Could the Project lead to adverse impacts on enjoyment of the human rights (civil, political, economic, social or cultural) of the affected population and particularly of marginalized groups? | No |
| 2. Is there a likelihood that the Project would have inequitable or discriminatory adverse impacts on affected populations, particularly people living in poverty or marginalized or excluded individuals or groups? [[8]](#footnote-8) | No |
| 3. Could the Project potentially restrict availability, quality of and access to resources or basic services, in particular to marginalized individuals or groups? | No |
| 4. Is there a likelihood that the Project would exclude any potentially affected stakeholders, in particular marginalized groups, from fully participating in decisions that may affect them? | No |
| 5. Are there measures or mechanisms in place to respond to local community grievances? | Yes[[9]](#footnote-9)\* |
| 6. Is there a risk that duty-bearers do not have the capacity to meet their obligations in the Project? | No |
| 7. Is there a risk that rights-holders do not have the capacity to claim their rights? | No |
| 8. Have local communities or individuals, given the opportunity, raised human rights concerns regarding the Project during the stakeholder engagement process? | No |
| 9. Is there a risk that the Project would exacerbate conflicts among and/or the risk of violence to project-affected communities and individuals? | No |
| **Principle 2: Gender Equality and Women’s Empowerment** |  |
| 1. Is there a likelihood that the proposed Project would have adverse impacts on gender equality and/or the situation of women and girls? | No |
| 2. Would the Project potentially reproduce discriminations against women based on gender, especially regarding participation in design and implementation or access to opportunities and benefits? | No |
| 3. Have women’s groups/leaders raised gender equality concerns regarding the Project during the stakeholder engagement process and has this been included in the overall Project proposal and in the risk assessment? | No  N/A |
| 3. Would the Project potentially limit women’s ability to use, develop and protect natural resources, taking into account different roles and positions of women and men in accessing environmental goods and services?  *For example, activities that could lead to natural resources degradation or depletion in communities who depend on these resources for their livelihoods and well being* | No |
| **Principle 3: Environmental Sustainability:** Screeningquestions regarding environmental risks are encompassed by the specific Standard-related questions below |  |
|  |  |
| **Standard 1: Biodiversity Conservation and Sustainable** [**Natural**](#SustNatResManGlossary) **Resource Management** |  |
| 1.1 Would the Project potentially cause adverse impacts to habitats (e.g. modified, natural, and critical habitats) and/or ecosystems and ecosystem services?  *For example, through habitat loss, conversion or degradation, fragmentation, hydrological changes* | No |
| 1.2 Are any Project activities proposed within or adjacent to critical habitats and/or environmentally sensitive areas, including legally protected areas (e.g. nature reserve, national park), areas proposed for protection, or recognized as such by authoritative sources and/or indigenous peoples or local communities? | Yes[[10]](#footnote-10)\* |
| 1.3 Does the Project involve changes to the use of lands and resources that may have adverse impacts on habitats, ecosystems, and/or livelihoods? (Note: if restrictions and/or limitations of access to lands would apply, refer to Standard 5) | No |
| 1.4 Would Project activities pose risks to endangered species? | No |
| 1.5 Would the Project pose a risk of introducing invasive alien species? | No |
| 1.6 Does the Project involve harvesting of natural forests, plantation development, or reforestation? | No |
| 1.7 Does the Project involve the production and/or harvesting of fish populations or other aquatic species? | No |
| 1.8 Does the Project involve significant extraction, diversion or containment of surface or ground water?  *For example, construction of dams, reservoirs, river basin developments, groundwater extraction* | No |
| 1.9 Does the Project involve utilization of genetic resources? (e.g. collection and/or harvesting, commercial development) | No |
| 1.10 Would the Project generate potential adverse transboundary or global environmental concerns? | No |
| 1.11 Would the Project result in secondary or consequential development activities which could lead to adverse social and environmental effects, or would it generate cumulative impacts with other known existing or planned activities in the area?  *For example, a new road through forested lands will generate direct environmental and social impacts (e.g. felling of trees, earthworks, potential relocation of inhabitants). The new road may also facilitate encroachment on lands by illegal settlers or generate unplanned commercial development along the route, potentially in sensitive areas. These are indirect, secondary, or induced impacts that need to be considered. Also, if similar developments in the same forested area are planned, then cumulative impacts of multiple activities (even if not part of the same Project) need to be considered.* | No |
| **Standard 2: Climate Change Mitigation and Adaptation** |  |
| 2.1 Will the proposed Project result in significant[[11]](#footnote-11) greenhouse gas emissions or may exacerbate climate change? | No |
| 2.2 Would the potential outcomes of the Project be sensitive or vulnerable to potential impacts of climate change? | No |
| 2.3 Is the proposed Project likely to directly or indirectly increase social and environmental [vulnerability to climate change](#CCVulnerabilityGlossary) now or in the future (also known as maladaptive practices)?  *For example, changes to land use planning may encourage further development of floodplains, potentially increasing the population’s vulnerability to climate change, specifically flooding* | No |
| **Standard 3: Community Health, Safety and Working Conditions** |  |
| 3.1 Would elements of Project construction, operation, or decommissioning pose potential safety risks to local communities? | No |
| 3.2 Would the Project pose potential risks to community health and safety due to the transport, storage, and use and/or disposal of hazardous or dangerous materials (e.g. explosives, fuel and other chemicals during construction and operation)? | No |
| 3.3 Does the Project involve large-scale infrastructure development (e.g. dams, roads, buildings)? | No |
| 3.4 Would failure of structural elements of the Project pose risks to communities? (e.g. collapse of buildings or infrastructure) | No |
| 3.5 Would the proposed Project be susceptible to or lead to increased vulnerability to earthquakes, subsidence, landslides, erosion, flooding or extreme climatic conditions? | No |
| 3.6 Would the Project result in potential increased health risks (e.g. from water-borne or other vector-borne diseases or communicable infections such as HIV/AIDS)? | No |
| 3.7 Does the Project pose potential risks and vulnerabilities related to occupational health and safety due to physical, chemical, biological, and radiological hazards during Project construction, operation, or decommissioning? | No |
| 3.8 Does the Project involve support for employment or livelihoods that may fail to comply with national and international labor standards (i.e. principles and standards of ILO fundamental conventions)? | No |
| 3.9 Does the Project engage security personnel that may pose a potential risk to health and safety of communities and/or individuals (e.g. due to a lack of adequate training or accountability)? | No |
| **Standard 4: Cultural Heritage** |  |
| 4.1 Will the proposed Project result in interventions that would potentially adversely impact sites, structures, or objects with historical, cultural, artistic, traditional or religious values or intangible forms of culture (e.g. knowledge, innovations, practices)? (Note: Projects intended to protect and conserve Cultural Heritage may also have inadvertent adverse impacts) | No |
| 4.2 Does the Project propose utilizing tangible and/or intangible forms of cultural heritage for commercial or other purposes? | No |
| **Standard 5: Displacement and Resettlement** |  |
| 5.1 Would the Project potentially involve temporary or permanent and full or partial physical displacement? | No |
| 5.2 Would the Project possibly result in economic displacement (e.g. loss of assets or access to resources due to land acquisition or access restrictions – even in the absence of physical relocation)? | No |
| 5.3 Is there a risk that the Project would lead to forced evictions?[[12]](#footnote-12) | No |
| 5.4 Would the proposed Project possibly affect land tenure arrangements and/or community based property rights/customary rights to land, territories and/or resources? | No |
| **Standard 6: Indigenous Peoples** |  |
| 6.1 Are indigenous peoples present in the Project area (including Project area of influence)? | No |
| 6.2 Is it likely that the Project or portions of the Project will be located on lands and territories claimed by indigenous peoples? | No |
| 6.3 Would the proposed Project potentially affect the rights, lands and territories of indigenous peoples (regardless of whether Indigenous Peoples possess the legal titles to such areas)? | No |
| 6.4 Has there been an absence of culturally appropriate consultations carried out with the objective of achieving FPIC on matters that may affect the rights and interests, lands, resources, territories and traditional livelihoods of the indigenous peoples concerned? | No |
| 6.4 Does the proposed Project involve the utilization and/or commercial development of natural resources on lands and territories claimed by indigenous peoples? | No |
| 6.5 Is there a potential for forced eviction or the whole or partial physical or economic displacement of indigenous peoples, including through access restrictions to lands, territories, and resources? | No |
| 6.6 Would the Project adversely affect the development priorities of indigenous peoples as defined by them? | No |
| 6.7 Would the Project potentially affect the traditional livelihoods, physical and cultural survival of indigenous peoples? | No |
| 6.8 Would the Project potentially affect the Cultural Heritage of indigenous peoples, including through the commercialization or use of their traditional knowledge and practices? | No |
| **Standard 7: Pollution Prevention and Resource Efficiency** |  |
| 7.1 Would the Project potentially result in the release of pollutants to the environment due to routine or non-routine circumstances with the potential for adverse local, regional, and/or [transboundary impacts](#TransboundaryImpactsGlossary)? | No |
| 7.2 Would the proposed Project potentially result in the generation of waste (both hazardous and non-hazardous)? | No |
| 7.3 Will the proposed Project potentially involve the manufacture, trade, release, and/or use of hazardous chemicals and/or materials? Does the Project propose use of chemicals or materials subject to international bans or phase-outs?  *For example, DDT, PCBs and other chemicals listed in international conventions such as the Stockholm Conventions on Persistent Organic Pollutants or the Montreal Protocol* | No |
| 7.4 Will the proposed Project involve the application of pesticides that may have a negative effect on the environment or human health? | No |
| 7.5 Does the Project include activities that require significant consumption of raw materials, energy, and/or water? | No |

## Annex 3: Terms of Reference for Key Project Personnel and Consultants

| **Position Titles** | **Tasks to be performed** |
| --- | --- |
| Project Staff |  |
| Project Manager (PM) | Supervise and coordinate the project to ensure its results are in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;  Assume primary responsibility for daily project management - both organizational and substantive matters – budgeting, planning and general monitoring of the project;  Ensure adequate information flow, discussions and feedback among the various stakeholders of the project;  Ensure adherence to the project’s work plan, prepare revisions of the work plan, if required;  Assume overall responsibility for the proper handling of logistics related to project workshops and events;  Prepare, and agree with UNDP on, terms of reference for national and international consultants and subcontractors;  Guide the work of consultants and subcontractors and oversee compliance with the agreed work plan;  Maintain regular contact with UNDP Country Office and the National Project Director on project implementation issues of their respective competence;  Monitor the expenditures, commitments and balance of funds under the project budget lines, and draft project budget revisions;  Assume overall responsibility for the meeting financial delivery targets set out in the agreed annual work plans, reporting on project funds and related record keeping;  Liaise with project partners to ensure their co-financing contributions are provided within the agreed terms;  Assume overall responsibility for reporting on project progress vis-à-vis indicators in the logframe;  Undertake any other actions related to the project as requested by UNDP or the National Project Director. |
| Project assistant | Assist the PM in managing the project staff;  Coordinate the project experts and ensure that their results are delivered on time;  Prepare GEF quarterly project progress reports, as well as any other reports requested by the Executing Agency and UNDP;  Ensure collection of relevant data necessary to use in the Management Effectiveness Tracking Tool;  Assist the PM in managing the administrative and finance staff and ensure that all information is accurate;  Act as PM in case of his/her absence;  Overall, provide all necessary support to the PM in implementation of the project.  Provide general administrative support to ensure the smooth running of the project management unit;  Project logistical support to the Project Coordinator and project consultants in conducting different project activities (trainings, workshops, stakeholder consultations, arrangements of study tour, etc.);  During the visits of foreign experts, bear the responsibility for their visa support, transportation, hotel accommodation etc;  Organize control of budget expenditures by preparing payment documents, and compiling financial reports;  Maintain the project’s disbursement ledger and journal;  Control the usage non expendable equipment (record keeping, drawing up regular inventories);  Arrange duty travel;  Perform any other administrative/financial duties as requested by the Project Manager;  Organize and coordinate the procurement of services and goods under the project.  Under supervision of project manager, responsible for all aspects of project financial management |
| **Local Consultants** |  |
| Protected Areas Specialist | *Component 1:*  \*Conduct research and contribute to recommendations regarding institutional arrangements and data flow and data gaps in the protected areas sector.  \*Identify existing data and information, including research from academic and research institutions, and identify high-priority data needs in biodiversity and protected areas  \*Support the IT Specialist on the substantive aspects of the biodiversity database review  \*Support the IT Specialist and other project staff in the launch of the pilot information centres  *Component 2:*  \*Support the Natural Sciences specialist in the identification and development of data collection and analysis norms, and standards for both national and global indicators  \*Provide support to the Natural Sciences specialist on pilot data collection and analysis as necessary  *Component 3:*  \*Provide substantive advice and analytical and drafting support for national and global reports and briefings using project data  *Across components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| Information Technology Specialist | *Component 1:*  \*Conduct research and contribute to recommendations regarding institutional arrangements and data flow and data gaps in the biodiversity / protected areas sector.  \*Conduct a user survey for relevant environmental and statistical institutions, assessing their data usage and data needs  \*Lead the development of recommendations on how to make data available to communities near protected areas  \*Lead a technical review of the CEMSA database with an emphasis on biodiversity-related components  \*Develop and/or modify the fields for data collection in the database.  \*Provide support for hardware and software purchase and installation during the launch of the pilot information centres and their proposed expansion.  \*Lead the development of guidelines for QA/QC for the proposed EIMMS.  \*Lead the drafting of recommendations on long-term data storage.  \*Draft guidance on database usage and procedures and provide periodic updates to this guidance based on user feedback.  *Component 2:*  \*Provide IT support to data collection (format and entry) as necessary in support to the Natural Sciences Specialist  *Component 3:*  \*Provide support to the Education/Training Specialist in the IT-related aspects of curriculum development and provide support to training as necessary.  \*Provide substantive advice and IT and drafting support for data reports and data visualization for the national and global reports and briefings using project data  *Across components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| Education/Training Specialist | Provide continuous inputs on training and curriculum development for the project; design and lead training of trainers.  *Component 3:*  \*Lead a training needs assessment that is supported by the stocktaking and user surveys in Component 1  \*Develop curricula for key stakeholder groups based on the findings of the needs assessment.  \*Pilot the curriculum and work with the project team to modify training as necessary  \*Provide documentation of training and curricula in order to allow for subsequent trainings, updating as necessary based on participant feedback  \*Oversee training selection and participation in order to ensure equitable gender representation in training  *Across project components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| Geographic Information Systems (GIS) Specialist | *Component 1:*  \*Support the IT specialist in GIS-related aspects of the recommendations on providing environmental information to communities around protected areas.  \*Provide inputs on methodological manuals and QA/QC as related to data mapping and GIS-related data.  \*Support the IT Specialist on the substantive aspects of the biodiversity database review related to mapping and reports involving GIS data  *Component 2:*  \*Support the Natural Sciences specialist in the identification and development of data collection and analysis norms, and standards for both national and global indicators  \*Support the pilot data collection and analysis activities that are related to GIS-related data  *Component 3:*  \*Provide substantive advice and analytical and drafting support for national and global reports and briefings using project data that feature a geographic component  *Across components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| Natural Sciences Expert | \*Provide on-going technical guidance and inputs to the project team and consultants regarding environmental aspects of the project, with an emphasis on biodiversity-related issues and environmental issues that are common to the three Rio Conventions  *Component 1:*  \*Work with the IT and PA specialists to provide technical support and guidance on all aspects of environmental data flow and data gaps in the protected areas sector.  \*Work with the PA specialist to identify existing data and information, including research from academic and research institutions, and identify high-priority data needs in biodiversity and protected areas  \*Support the IT Specialist on the substantive aspects of the biodiversity database review  \*Support the project team in the development and launch of the pilot information centres and provide ongoing guidance and support to their operation  \*Assess the performance of the information centres and lead the development of recommendations on their expansion  *Component 2:*  \*Work with the IT specialist in the identification and development of data collection and analysis norms, methodologies and standards for both national and global indicators  \*Work with the IT specialist on pilot data collection and analysis as necessary  \*Provide support to “learning by doing” data collection and analysis activities and oversee pilot data collection and analysis  \*Lead the drafting of a synthesis report on data collection and analysis activities  *Component 3:*  \*Provide substantive inputs on the curricula developed by the Education/Training Specialist  \*Provide substantive advice and analytical and drafting support for national and global reports and briefings using project data  \*Lead the project activities under Output 3.4 related to community based monitoring and serve as a liaison between the project management and the community or communities that are selected  \*Ensure that activities under Output 3.4 ensure representative participation by both men and women  \*Draft a citizens’ manual or other guidance to support replication of the project output on community-based monitoring.  *Across components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| Eco-Economy Specialist | \*Ensure that costs and benefits related to protected areas (including the full valuation of natural resources and externalities) are reflected in the data that are collected and reported in the protected areas sector and used in reporting on national and global issues related to the sector.  \*Support the use of gender-disaggregated data and provide inputs on differing gender impacts  *Component 1:*  \*Conduct research and contribute to recommendations regarding institutional arrangements and data flow and data gaps in the protected areas sector, ensuring that data collection can be harmonized with socio-economic data related to these areas.  \*Identify high-priority data needs related to socio-economic data in the biodiversity / protected areas sector.  \*Support the IT Specialist on the substantive aspects of the biodiversity database review  *Component 2:*  \*Review the proposed data collection and analysis norms, methodologies, and standards for both national and global indicators  \*Provide support to the Natural Sciences specialist on pilot data collection and analysis as necessary  *Component 3:*  \*Provide substantive advice and analytical and drafting support for national and global reports and briefings using project data  \* Provide substantive advice and recommendations for combining socio-economic data with community-based monitoring to enhance analysis and recommendations on socio-economic indicators that could be considered  *Across components:*  \*Provide inputs to project documentation, project reporting, and technical reports as needed  \*Provide technical review and comments to project reports as needed |
| **International Consultants** |  |
| Environmental Institutions Specialist | \*Provide support for project inception  \*Review data flow studies and institutional user survey and provide substantive inputs and recommendations |
| Environmental Monitoring / Environmental Information Systems (EIS) Specialist | \*Conduct the independent technical review specified in Activity 2.2.3 and provide feedback to the project team and recommendations to institutions collecting and analyzing project-related data before baseline data are finalized. |
| Evaluation expert(s) | \*Lead the mid-term and/or the final evaluations (these evaluations will be contracted separately and may involve two different consultants).  \*Work with the project team in order to assess the project progress, achievement of results and impacts.  \*Develop and present a draft evaluation report, discuss it with the project team, government and UNDP, and submit a final report.  \*Contribute on an as-needed basis in discussions to extract lessons for UNDP and GEF.  *Note:* The standard UNDP/GEF project evaluation TOR will be used. |

## Annex 4: Project Preparation Grant (PPG) Status Report

The following table provides an overview of PPG expenditures by input.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| GEF Outcome/  Atlas Activity | Fund ID |  | Atlas Code | ATLAS Budget Description | 2014 AWP | Spent 2014 | Committed 2015 |
|  | 62000 | GEF | 71300 | Local consultant | 9,000 | 5,209.69 | 3,790.31 |
| 62000 | GEF | 71200 | International consultants | 15,000 | 7,500.00 | 7,500.00 |
| 62000 | GEF | 71600 | Travel | 2,000 | 1,376.00 | 624.00 |
| 62000 | GEF | 75700 | Training, Workshops and conferences | 3,000 |  | 3,000.00 |
| 62000 | GEF | 74500 | Miscellaneous | 1,000 | 1,135.12 | -135.12 |
| **TOTAL OUTCOME 1** | | | | **30,000** | **15,220.81** | **14,779.19** |

The following table provides an approximate overview of PPG expenditures by project component.

|  |  |  |  |
| --- | --- | --- | --- |
| PPG Grant Approved at PIF: **$30,000** | | | |
| ***Project Preparation Activities Implemented*** | ***GEF/LDCF/SCCF/NPIF Amount ($)*** | | |
|  | ***Budgeted Amount*** | ***Amount Spent To date*** | ***Amount Committed*** |
| A. Technical Review | $10,500.00 | $5,605.00 | $4,895.00 |
| B. Institutional Arrangements, Monitoring and Evaluation | $ 11, 344.00 | $6,292.69 | $5,051.31 |
| C. Financial Planning and Co-Financing Instruments | $5,125.12 | $3,323.12 | $1812.00 |
| D. Validation Workshop | $3,020.88 |  | $3,020.88 |
| **Total** | $30,000.00 | $15,220.81 | $14,779.19 |

1. At CEO endorsement, the table in Annex C of the GEF CEO endorsement template must be completed in order to report to the GEF on the use of the PPG resources.
2. At CEO endorsement, the UNDP Initiation Plan project should be operationally closed in ATLAS.
3. If, by exception, the PPG activities and resources have not been fully completed by CEO endorsement, the table in Annex C of the CEO endorsement template must be completed within one year of CEO endorsement and be submitted to the GEF with the first Project Implementation Report (PIR). The UNDP Initiation Plan project should then be operationally closed in ATLAS.
4. Any unspent PPG resources must be returned to the GEF (handled by UNDP-GEF HQ in New York).
5. 12 months after operational closure the Initiation Plan project must be financially closed in ATLAS.

## Annex 5: References

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## Annex 6: GEF Request for CEO Endorsement (RCE)

Attached separately.

## Annex 7: Draft Letter of Agreement Regarding Direct Project Services

Your Excellency Minister Koka,

1. Reference is made to consultations between officials of the Government ofAlbania (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant project document, as described below.

2. The Ministry of Environment, in its capacity as an Executing Agent, expects the UNDP country office to provide support services for execution activities, such as assistance with reporting requirements and direct payments. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly.

3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the project:

(a) Identification and/orrecruitment of project personnel and issuance of their contracts;

(b) Procurement of goods and services related to this project; and

(c) Access by project personnel to UNDP-managed global information systems, the network of UNDP country offices and the specialized system containing operations information, including rosters of consultants and providers of development services.

4. The procurement of goods and services and the recruitment of project personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the project document shall be revised with the mutual agreement of the UNDP resident representative and the designated institution.

5. The relevant provisions of the Standard Basic Assistance Agreement between UNDP and the Government of Albania of 17 June 1991 (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed project through its designated agent, the Ministry of Environment. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the project document.

6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.

7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the Attachment to this Letter of Agreement.

8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.

9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.

10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signed on behalf of UNDP

*Yesim Oruc*

*Country Director*

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

For the Government

[*Name/title*]

[*Date*]

Attachment

**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Environment, the institution designated by the Government of Albania, and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project “Establishing Albania’s Environmental Information Management and Monitoring System Aligned with the Global Reporting,” “the Project.”

2. In accordance with the provisions of the letter of agreement signed on [TBD] and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

|  |  |  |  |
| --- | --- | --- | --- |
| Support services  (insert description) | Schedule for the provision of the support services | Cost to UNDP of providing such support services (where appropriate) | Amount and method of reimbursement of UNDP (where appropriate) |
| 1.Human resources management | During project implementation for all contracts (both national and locally recruited internationals) | As per universal price list | As per universal price list |
| 2. Procurement of goods/services related to the project | During project implementation for all procurement | As per universal price list | As per universal price list |
| 3.Financial management | During project implementation | As per universal price list | As per universal price list |
|  |  | Total: Up to 13,200 from GEF grant |  |

# Part III: GEF Endorsement and Co-financing letters

Attached Separately.

1. [↑](#footnote-ref-1)
2. The accession agenda is laid out in the National Plan for European Integration (NPEI). [↑](#footnote-ref-2)
3. See <http://eea.github.io/docs/eea.daviz/> for more information on DaViz, the EEA’s web-based data visualization tool. [↑](#footnote-ref-3)
4. These sites, which are designated in non-EU countries, are complementary to the EU N2000 sites. [↑](#footnote-ref-4)
5. Meeting minutes includes records of key meetings such as local, regional and national consultations regarding inputs on the design and implementation of the relevant output and associated activities. Meetings may be individual or group meetings, with government officials or non-state stakeholders. [↑](#footnote-ref-5)
6. Q3 = the third quarter of project implementation. Time-bound targets are established quarterly, with Q1 being the first quarter of project operations (months 1-4), Q8 being the project half-way point (months 21-24), and Q16 being the final quarter of project implementation (months 45-48). [↑](#footnote-ref-6)
7. Tracking and progress reports include UNDP Quarterly Reports, Annual Performance Reports (APRs), and Project Implementation Reports (PIRs). Each output will be tracked by a report that records the activities and milestones of each output using tools such as Gantt or PERT charts. [↑](#footnote-ref-7)
8. Prohibited grounds of discrimination include race, ethnicity, gender, age, language, disability, sexual orientation, religion, political or other opinion, national or social or geographical origin, property, birth or other status including as an indigenous person or as a member of a minority. References to “women and men” or similar is understood to include women and men, boys and girls, and other groups discriminated against based on their gender identities, such as transgender people and transsexuals. [↑](#footnote-ref-8)
9. \* Quality assurance procedures undertaken as part of the standard project implementation (i.e. regular UNDP monitoring, annual meetings, and independent monitoring) would provide an opportunity to address grievances. [↑](#footnote-ref-9)
10. \* However, NO infrastructure or investment activities will be undertaken in these areas (or in any others) in the course of the proposed project. Activities will be limited to awareness raising, training, and outreach. [↑](#footnote-ref-10)
11. In regards to CO2, ‘significant emissions’ corresponds generally to more than 25,000 tons per year (from both direct and indirect sources). [The Guidance Note on Climate Change Mitigation and Adaptation provides additional information on GHG emissions.] [↑](#footnote-ref-11)
12. Forced evictions include acts and/or omissions involving the coerced or involuntary displacement of individuals, groups, or communities from homes and/or lands and common property resources that were occupied or depended upon, thus eliminating the ability of an individual, group, or community to reside or work in a particular dwelling, residence, or location without the provision of, and access to, appropriate forms of legal or other protections. [↑](#footnote-ref-12)