**UNDP Initiation Plan to programme**

**the project preparation grant received from the GEF**

**(otherwise called GEF PPG)**

Initiation Plan / GEF PPG

|  |
| --- |
| **Project Title:** Scaling up investment in energy efficiency in buildings through enhanced energy management information system (EMIS) and green social housing**Country:** Azerbaijan**Country Programme Outcome:**By 2020, sustainable development policies and legislation are in place, better implemented and coordinated in compliance with multilateral environmental agreements, recognize social and health linkages and address issues of environment and natural resources, energy efficiency and renewable energy, climate change and resilience to natural and human-induced hazards**Gender Marker rating:** GEN 2**SESP Pre-Screening Categorization:** Moderate |
| ATLAS Award ID: 00123660ATLAS Project/Output ID: 00118862PIMS number: 6479Management Arrangement: DIM | **Total budget:** | **US$ 100,000** |

Agreed by

|  |  |  |
| --- | --- | --- |
|  |  | *Day/Month/Year* |
| UNDP Resident Representative[[1]](#footnote-1) | Signature | Date  |

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# Brief Description of the Initiation Plan/GEF PPG

**Objective & Final Outputs**

The objective of the GEF PPG is to develop the project concept into a full project: Scaling up investment in energy efficiency in buildings through enhanced energy management information system (EMIS) and green social housing. As described in the project concept (PIF), this project aims to promote energy efficiency in buildings which includes implementing an intelligent Energy Management Information System (EMIS) and greening MIDA Social Housing Programme.

The following information is to be consulted as background for the GEF PPG phase:

* PIF cleared for WP inclusion or GEF Council approved PIF
* SESP pre-screening (of PIF)
* Comments from GEF Secretariat, Council, STAP
* [Annotated UNDP-GEF Project Document Template](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc) and associated guidance included therein
* [UNDP policies and procedures](https://popp.undp.org/SitePages/POPPRoot.aspx)
* [GEF policies](https://www.thegef.org/documents/policies-guidelines)

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the [Annotated UNDP-GEF Project Document Template](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc).
3. [GEF CEO Endorsement Request.](https://www.thegef.org/documents/templates)
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

Any additional studies and other reports produced under the GEF PPG and not included in Annex to the project document will be submitted to UNDP and saved for future reference.

**Key Dates for the GEF PPG**

|  |  |  |
| --- | --- | --- |
| **Milestone** | **Date** | **Notes** |
| **Internal submission date** for UNDP-GEF review and clearance | *19 October 2020* | 10 months of PIF approval for FSPs and 6 months for MSPs.  |
| **First GEF Submission Deadline** for CEO Endorsement | *19 December 2020* | First submission must be within 12 months of PIF approval for FSPs and 8 months for MSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec. |
| **CEO Endorsement Deadline** after which the project will be cancelled if not endorsed | *19 June 2021* | Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec. |

**Management Arrangements**

The UNDP Azerbaijan will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP RR and Minister of Ecology and Natural Resources will co-chair the Working Group. Working Group members will include:

* UNDP Senior Programme Advisor in charge of environmental portfolio
* NFP for UNFCCC Azerbaijan
* Head of International Relations Department of the Ministry of Ecology and Natural Resources
* UNDP Regional Technical Advisor on Climate Change Mitigation

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2, which are also listed as following:

1. International Specialist on Energy Efficiency, EMIS Design, and Financial Support Mechanisms/ Project Development (Team Leader)
2. International Specialist on Social and Environmental Safeguards Procedures
3. National Specialist on Baseline Study and Analysis of Existing Legislation and Policies
4. National Specialist on Energy Sector and EMIS Development
5. National Specialist on Investment Mobilization and Social Housing
6. National Specialist on Gender and SESP/SEFP

# Stakeholder Engagement, public disclosure and other requirements

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP’s [Social and Environmental Standards](http://www.undp.org/content/undp/en/home/librarypage/operations1/undp-social-and-environmental-standards.html) (SES), the [SES Guidance Note of Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Stakeholder%20Engagement%20GN_Oct2017.pdf), the GEF’s [Guidelines on the Implementation of the Policy on Stakeholder Engagement](https://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Guidelines.pdf) and the GEF Policy on Gender Equality, the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed.

Careful and complete documentation of stakeholder engagement is vital. Detailed evidence of all consultations will be prepared and submitted to UNDP. A list of the consulted stakeholders and details of the associated meetings will be included in Annex to the project document, in addition to the Stakeholder Engagement Plan (see section B-d below).

If the fully designed project has an overall Social and Environment Screening Procedure (SESP) categorization of moderate or high, then the following disclosure requirements apply:

1. A final validation workshop report will be prepared summarizing the outcomes of the validation workshop and other consultations undertaken during the PPG phase. This report will become a key reference document should an environmental and social complaint/grievance be filed during project implementation. This is mandatory for high risk projects and recommended for moderate risk projects.
2. The UNDP-GEF project document, SESP and related draft management plans, and other relevant information/documents, will be made available to the public on the UNDP Country Office website or [open.undp.org](http://open.undp.org/#2017). It is recommended to make these documents available for 30 days in advance of the LPAC meeting for moderate risk projects, and 120 days in advance for high risk projects.

See the [SES Supplemental Guidance on Disclosure](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Supplemental%20Guidance_Disclosure%20of%20Project-related%20Social%20and%20Environmental%20Screening%2C%20Assessment%2C%20and%20Management%20Plans.pdf) for more information.

# GEF PPG Activities

## Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted.

### Desktop and field-based studies and data collection

This research should produce the background information required to prepare the ProDoc (including its Annexes) and CEO Endorsement Request, including but not limited to:

* Development challenge and strategy (including threats, problems and barrier assessment);
* Review of national policy and legislative frameworks;
* Problem and solution trees developed in consultation with project stakeholders, for a robust Theory of Change, Results Framework and solid M&E plan;
* Review of relevant past and ongoing projects for lessons, including [project evaluations](https://erc.undp.org/); and
* Any other analyses required to address all comments on the PIF received from GEF Secretariat, GEF Council members and STAP

### Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women’s empowerment. See guidance available [here](https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx).

### Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as Moderate.

An Environmental and Social Management Framework (ESMF) will be prepared, to ensure that the required assessments are carried out during the first phase of project implementation. A standard template for an environmental and social management framework is available here: [ESMF outline](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Indicative%20Outline%20of%20an%20ESMF.docx?Web=1). The ESMF and ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; and the plan(s) have been disclosed and approved by the Project Board.

### Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project *pilot* sites will be identified. When selecting the pilot sites the following criteria will be taken into account:

* Buildings with high energy efficiency/energy-saving potential
* Typical buildings with high replication scaling-up potential, like school buildings, kindergartens, typical government/state agency buildings
* Willingness and high enthusiasm by the building owner/user for energy efficiency measures and installation of EMIS systems
* High energy efficiency achieved vs. unit of investments
* Initial capacity in energy efficiency and susceptibility to new energy efficiency ideas and readiness to enhance the capacity *[Elaborate on selection criteria, if available.]*

### Financial planning

Co-financing will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible.

### Stakeholder analysis

Building on the initial identification of stakeholders in the PIF, an appropriately-scaled analysis of project stakeholders will be undertaken. During the stakeholder analysis the initial familiarity with the EMIS systems will be paid attention to. This stakeholder analysis will provide the foundation for development of the project’s Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Stakeholder%20Engagement%20GN_Oct2017.pdf).

## Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](https://intranet.undp.org/unit/bpps/sdev/gef/Templates1/Annotated%20UNDP%20GEF%20Project%20Document%20Template%2011%20July%202017.doc)), and the GEF CEO Endorsement Request (available [here](https://www.thegef.org/gef/guidelines_templates)) will be prepared. See additional guidance notes below.

The GEF PPG Team Leader will be responsible for the consolidation and finalization of all required materials.

### Stakeholder Engagement Plan:

At a minimum, the Plan must include the following elements:

* Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the ‘who’);
* Key stakeholder objectives and interests (the ‘why’);
* Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the ‘how’);
* Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the ‘what’);
* Timeline for engagement activities and how they will be sequenced, including information disclosure (the ‘when’);
* Indicators of stakeholder engagement and monitoring plan;
* Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
* Resource requirements and associated budget.
* A project-level Grievance Redress Mechanism (GRM) will be described in the Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP [guidance on GRM](http://www.undp.org/content/dam/undp/library/corporate/Social-and-Environmental-Policies-and-Procedures/Stakeholder%20Response%20Mechanism%20-%20Overview%20and%20Guidance%20%28Rev%209%20June%29.pdf) and [sample TOR](https://info.undp.org/sites/bpps/SES_Toolkit/_layouts/15/WopiFrame.aspx?sourcedoc=/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Sample%20Terms%20of%20Reference%20-%20Project-level%20Grievance%20Redress%20Mechanism.docx&action=default).
* A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Stakeholder%20Engagement.aspx), the [standard SEP template](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Stakeholder%20Engagement%20Plan.docx?Web=1), and the [GEF guidelines on stakeholder engagement](https://www.thegef.org/sites/default/files/documents/Stakeholder_Engagement_Guidelines.pdf).

### Gender Action Plan

The gender analysis, along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which are linked to the project’s components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](https://intranet.undp.org/unit/bpps/sdev/gef/SitePages/Gender.aspx).

### Social and Environmental Standards: Screening and Management Measures

In line with the assessments conducted under **Component A** (above) and [UNDP’s Social and Environmental Standards (SES) policy and all associated SES Guidance Notes](https://info.undp.org/sites/bpps/SES_Toolkit/SitePages/Guidance%20and%20Templates.aspx), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

The ESMF will identify the required management plans that will be prepared during project implementation.

See the [SES Guidance Note on Assessment and Management](https://info.undp.org/sites/bpps/SES_Toolkit/SES%20Document%20Library/Uploaded%20October%202016/Final%20UNDP%20SES%20Assessment%20and%20Management%20GN%20-%20Dec2016.pdf) for further guidance. Please contact UNDP for additional information as needed.

### GEF and LDCF/SCCF Core Indicators

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

The completed [Core Indicators worksheet](https://www.thegef.org/documents/3-core-indicators-worksheet-march-2019)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project’s Results Framework, at the Objective level, where appropriate. See the [GEF policy and guidance](https://www.thegef.org/sites/default/files/documents/Results_Guidelines.pdf).

### Completion of the required official endorsement letters

These letters include the official letters on co-financing guarantee(s) from participating government institutions, bilateral development partners, multilateral development partners, NGOs, private sector, or others who wish to provide cash or in-kind contributions to the project.

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

Updated GEF OFP endorsements letters are also required if the requested GEF grant amount has changed since PIF/PFD approval.

### Mandatory Annexes:

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development

## Component C: Validation Workshop and Report

A validation workshop will be held with relevant stakeholders to present, discuss and validate the project activities, and the final draft of the UNDP-GEF project document if possible. A validation workshop report will be prepared for projects with an overall safeguards risk rating of moderate or high.

# Total Budget and Work Plan for GEF PPG*.*

|  |  |
| --- | --- |
| **Award ID:**  | 00123660 |
| **Award Title:** | Investment in energy efficiency |
| **Business Unit:** | AZE10 |
| **Project ID** | 00118862 |
| **Project Title:** | Energy efficiency |
| **PIMS number:**  | 6479 |
| **Implementing Partner:**  | UNDP |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **GEF Outcome/Atlas Activity** | **Responsible Party** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount US$** | **Budget Notes** |
| **Project preparation grant to finalize the UNDP-GEF project document for project “Scaling up investment in energy efficiency in buildings through enhanced energy management information system (EMIS) and green social housing”** | **UNDP** | **62000** | **GEF TRUSTEE** | 71200 | International Consultants | **49,000** | **A** |
| 71300 | Local Consultants | **30,000** | **B** |
| 71600 | Travel | **13,000** | **C** |
| 74500 | Miscellaneous Expenses | **500** | **D** |
| 75700 | Training, Workshops, and Conferences | **2,000** | **E** |
| 74200 | Audio-visual and Printing Production costs | **5,500** | **F** |
|  |  |  |  |  |  |  |  |

1. Edit as necessary. Include other Agency as necessary. [↑](#footnote-ref-1)