



United Nations Development Programme
Republic of Belarus
Project Document

Министерство экономики Республики Беларусь
дел международной технической помощи
Главного управления внешней экономической политики
ЗАРЕГИСТРИРОВАНО
в базе данных программ и проектов
международной технической помощи
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Срок реализации

Project Title:	Supporting the Transition to a Green Economy in the Republic of Belarus
Expected CP Outcome:	3.2 Sustainable use of the country's natural resources promoted 01.01.2015 - 31.12.2017
Expected Output(s):	1. The general population, local administrations and business community have been sensitized about the principles and ideas of green economy. A network of eco-info Centres has been involved and expanded in the campaigning process. 2. The work of region and district administrations aimed at promoting green economy through implementation of pilot initiatives in waste management, water management, biodiversity conservation, ecotourism, creation of eco-info centres, etc. has been strengthened. 3. Effective joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible projects based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird and fish conservation, activities at wetlands etc.), renewable energy promotion, etc. have been created.
Executing Entity:	Ministry of Natural Resources and Environmental Protection of the Republic of Belarus
Implementing Entity:	United Nations Development Programme (UNDP)

Brief Description

This Project aims to promote "green growth" concepts and environmentally sustainable production and consumption patterns through support of local "green" initiatives and an information campaign as a support measure.

The Project is part of the EU Annual Action Programme 2012 for Belarus and contributes to the delivery of its overall goals and objectives laid down in the financial agreement on the AAP implementation between the Government of the Republic of Belarus and the European Union.

Programme Period: 2011-2015
Key Result Area: Environmental sustainability increased
Atlas Award ID: 00081657
Duration: 36 months
LPAC Meeting Date: 25 June 2014
Management Arrangements: National Implementation

Total project budget: € 5 005 000
Total allocated resources EU: € 5 000 000
UNDP TRAC: € 5000

Executing Entity:

Vladimir Tsalko,
Minister of Natural Resources and
Environmental Protection of the
Republic of Belarus

Implementing Entity:

Sanaka Samarasinha,
UNDP Resident Representative

ENPI/2014/334-951

ANNEX I - DESCRIPTION OF THE ACTION

**SUPPORTING THE TRANSITION TO A GREEN ECONOMY IN THE
REPUBLIC OF BELARUS**

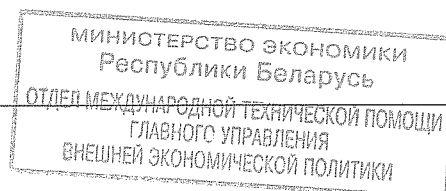
United Nations Development Programme

Country: Belarus

МИНИСТЕРСТВО ЭКОНОМИКИ
Республики Беларусь
ОТДЕЛ МЕЖДУНАРОДНОЙ ТЕХНИЧЕСКОЙ ПОМОЩИ
ГЛАВНОГО УПРАВЛЕНИЯ
ВНЕШНЕЙ ЭКОНОМИЧЕСКОЙ ПОЛИТИКИ

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LIST OF ABBREVIATIONS

EU	– European Union
AAP	– Annual Action Program
UNDP	– United Nations Development Programme
GEF	– Global Environmental Fund
UNEP	– United Nations Environment Programme
OECD	– Organisation for Economic Co-operation and Development
MSME	– Micro-, small, and medium enterprises
NGO	– Non-governmental organization
NSDS-2020	– National Sustainable Socioeconomic Development Strategy of the Republic of Belarus until 2020
ENPI	– European Neighbourhood and Partnership Instrument
PSC	– Project Steering Committee
NPC	– National Project Coordinator
SEA	– State Environmental Agency
SPA	– Specially Protected Areas
WWF	– World Wildlife Fund

PART I: SITUATION ANALYSIS

NATIONAL CONTEXT

The national Sustainable Socioeconomic Development Strategy of the Republic of Belarus for up to 2020 (hereafter referred to as the 'Strategy') is a key forecast of country's socio-economic development in a long-term perspective. It is based on the United Nations Conference on Environment and Development (Rio de Janeiro, 1992). The Strategy is focused on social, economic and ecologic harmonization as the key elements in unified balanced "human – environment – economy" complex. The Strategy was approved in 2004, and therefore it does not fully reflect the outcomes of the United Nations Conference on Sustainable Development Rio +20 (Rio de Janeiro, 2012), where creating of 'green' economy was considered a target and means for sustainable development and poverty reduction.

It is expected that in the new programme period the upcoming national strategy for sustainable socio-economic development of Belarus will follow the Rio +20 principles. The National Report "Sustainable Development of the Republic of Belarus Based on Green Economy Principles" elaborates on the Belarusian sustainable socio-economic development model, demonstrates achievements in sustainable development in general and in specific sectors of the economy, and identifies the directions and principles of Belarus' transition to a green economy¹.

Even though a green economy concept is still relatively new for Belarus, the country views green economy as an important tool for supporting sustainable development and environmental security and intends to take sustained action for greening the national economy.

In accordance with the Environmental Strategy of the Republic of Belarus until 2025, the State environmental policy of the Republic of Belarus is aimed at ensuring the citizens' rights to a healthy environment as a fundamental condition for sustainable social and economic development of this country.

The national priority in terms of mitigating environmental degradation and rehabilitating ecosystems is to achieve a sustained reduction of the adverse environmental impacts from economic and other activities through:

- use of best available techniques, advanced technologies, scientific and technical achievements in the construction of new production works and rehabilitation of existing ones, as well as in the decommissioning of industrial, agricultural, forestry, housing & utilities, building & construction and transport facilities;
- introduction and large-scale implementation of energy- and resource-saving technologies; reduction of materials consumption and energy-intensity for the industrial output.

One of the conditions for implementation of measures for mitigation of environmental degradation and rehabilitation of eco-systems is raising public awareness and knowledge. In this context, among other important tasks, it will be necessary to further develop constructive interaction between state authorities and non-governmental environmental associations to address existing environmental problems.

Based on the Strategy, the greening of the economy should be facilitated by the launch of new low emission production works and use of innovative resource-conserving technologies. Since Belarus has limited access to such technologies, they need to be brought in. Engagement with foreign investors and international technical cooperation aimed at attracting the "know-how" to these areas will provide tangible support to the Government's efforts in this field.

The project will focus on development and practical application of green economy principles in the Republic of Belarus. Economically and environmentally successful initiatives should provide a demonstration of the green economy benefits for the Belarusian society and business community. An information campaign will increase the awareness thereof among the target groups.

Framework

The Project activities have been pre-defined in Components 2 and 3 of Section II of the EU AAP 2012, which envisages support to the Ministry of Natural Resources and Environmental Protection of the Republic of Belarus (hereafter referred to as the 'Ministry of Environment') in identifying and developing the main elements

¹ The concept is based on the UNEP definition of a green economy as one that results in improved human well-being and social equity, while significantly reducing environmental risks and ecological scarcities. In its simplest expression, a green economy can be thought of as one which is low carbon, resource efficient and socially inclusive.

UNEP 2011, Towards a Green Economy - Pathways to Sustainable Development and Poverty Eradication. A Synthesis for Policy Makers, www.unep.org/greeneconomy

and mechanisms of sustainable environmental development (green economy), to include the following components:

1. Legislative and institutional support to the Ministry of Environment and its regional branches.
2. Greening Belarusian economy: investments in natural, built, and human potential.
3. Strengthening environmental NGOs.
4. Wind turbine installation.

The Project represents a set of activities, which corresponds to the goals and objectives of Components 2 and 3, is implemented in coordination with the activities under Components 1 and 4 and complements them, thus fostering enhancement of local and regional capacity in the field of green development.

Coordination

In order to establish and maintain close working contacts and links between the activities under Components 2 and 3 and the activities designed and implemented in the framework of Components 1 and 4, the Project staff and UNDP representatives will participate in coordination meetings and activities envisaged under the AAP 2012, as well as AAP 2011 components.

Representatives of the organizations that will implement Components 1 and 4 will be invited to join the Project Steering Committee and granted consultative status. Guidelines, reports, plans and other relevant documents developed in the framework of the Project and endorsed by the Executing Entity will be promptly forwarded to the EU Delegation to Belarus and other concerned parties to ensure maximum synergy and coordination between the Programme components.

If necessary, the EU Delegation jointly with the Ministry of Environment may introduce additional coordinating mechanisms through a corresponding resolution of the Project Steering Committee.

To ensure continuity of the projects, it is expected that the proposed package of measures will be implemented utilizing the information infrastructure established under the UNDP/EU project "Support to the Development of a Comprehensive Framework for International Environmental Cooperation in the Republic of Belarus", in particular, the website and the domain name <http://www.greenlogic.by>, as well as the project materials, reports and library.

Link to other relevant initiatives and national priorities

Belarus actively cooperates with international donors on environmental issues. Belarus' key partner in terms of the scope of provided assistance and the number of projects in this area is the European Union that has an extensive history of engagement with the Government of the Republic of Belarus in this field and a broad portfolio of existing projects dealing with practical issues of environmental conservation and improvement in the Republic of Belarus. The second largest international technical aid donor is the GEF, which has provided financing in the amount of over USD 30 million over the period of cooperation with the Republic of Belarus. UNDP and the World Bank are the main implementing agencies for the EU and GEF-funded projects in Belarus.

To ensure synergy, where possible, the project will coordinate its activities with other related EU programmes and initiatives, as well as those implemented by other donors listed below.

EU regional projects:

- **Waste Governance-ENPI East.** The objective of the project is to reduce the risks of negative impact on the environment and human health arising from inappropriate management of waste in the six ENPI East countries: Azerbaijan, Armenia, Georgia, Belarus, Ukraine, Moldova and the Russian Federation. In Belarus, the project focuses on developing a waste management strategy for Pukhovichi district in Minsk region.

- **Air Quality Governance in the ENPI East Countries (AIR-Q-GOV).** As part of the overall goal of improving national systems of air quality assessment and management in the project countries, the project in Belarus addresses a number of problems that will result in the adoption of technology-based emission limit values and recommendations for technology standardization and organization of an in-process emission control system in the cement industry, designed to meet environmental standards in general and, specifically, the EU BREF.

- **Towards a Shared Environmental Information System (SEIS)** represents an EU initiative seeking to modernise and simplify the collection, exchange and use of the data and information required for the design and

implementation of environmental policy. The project is implemented by the European Environment Agency (EEA) together with the partner countries during the period of 2010 – 2014. The main partners at the national level are state environmental and statistical agencies dealing with the collection, processing, storage and dissemination of environmental data and information.

- **The Forest Law Enforcement and Governance. (ENPI FLEG) Phase II Project** started in 2012 and is implemented by the World Bank, jointly with the International Union for Conservation of Nature and the WWF, in seven ENPI countries. It seeks to reduce the threats to forests posed by illegal logging, trade, poaching and corruption.

- **Clima East: Support to Climate Change Mitigation and Adaptation in Russia and ENP East countries.** The Project started in October 2012 and has a 4 year implementation timeframe. The overall objective of Clima East is to support the ENP East countries and the Russian Federation so that they are better equipped for greenhouse-gas emission reductions and better prepared to deal with climate change impacts. The programme also includes a pilot project component (budget EUR 11 million) supporting the development of ecosystems-based approaches to climate change.

- **The Programme Green Economy in Eastern Partnership Countries** started in 2013 and is designed to run until 2016. The EU provided EUR 12.4 mil. to implement this Programme. The Programme envisages integration of the principles of environmentally sustainable production and consumption into national development plans/strategies and the corresponding legislative/regulatory frameworks, as well as support to adaptation and practical implementation of these principles in the economies of Eastern Partnership countries, which will foster their environmentally sustainable economic growth and transition to green economy.

The following bilateral projects are implemented in Belarus by the European Union with the participation of UNDP:

- **The UNDP/EU project "Support to the development of a comprehensive framework for international environmental cooperation in the Republic of Belarus".** This project is part of the AAP 2008 and is aimed at building the strategic planning and management capacity of the Republic of Belarus in the field of environmental protection and environmental information. In particular, the project envisages approximation of the national legislation in the field of waste management and biodiversity conservation with EU standards, to bridge the gaps in the existing legislation. This project also aims to raise awareness of environmental protection issues among the general public, and to promote participatory decision making on environmental issues through active involvement of communities as stakeholders in the implementation of several pilot projects.

- **Support to Local Development in the Republic of Belarus.** This project is part of the AAP 2011. The project was launched in 2014. The project will be implemented in four regions of the Republic of Belarus: Brest, Vitebsk, Gomel, and Mogilev. The project seeks to strengthen the national capacity of the named regions in socio-economic development management at the local level, including introduction of project approach, and resolve local issues through specific project initiatives and involvement of local residents into tackling vital area-specific environmental problems.

These projects build on the EU/Belarusian Government/UNDP joint action experience and mechanisms tried and tested in the **Projects "Sustainable Development at Local Level" и "Area-Based Development of the Chernobyl-affected areas"**. These projects, which were implemented with financial support from the European Union in 2009 – 2010, focused on facilitating environmental protection and sustainable development at the national and local levels through promotion of participatory decision making at the local level and implementation of community initiatives.

Other donors' projects and programmes:

The Integrated Solid Waste Management Project for Belarus with a budget of USD 48 million is implemented by the World Bank in 2011 – 2014 and seeks to implement an investment project on waste management in the City of Grodno. A full-scale Persistent Organic Pollutants (POPs) Stockpile Management Project financed from a GEF grant is finalized in 2013.

Small Grants Programme of the Global Environment Facility (GEF SGP) has been operating in Belarus since 2004 and provides financial support in the form of grants in the amount of up to USD 50 thousand for NGOs and local self-governance bodies to address environmental issues on the local level. During the reporting period, the GEF/SGP funded 85 environmental projects in Belarus for the total amount of over USD 3 million. In mid-2013, the GEF additionally provided to Belarus USD 1.7 million to prepare and implement project initiatives in 2013.

Belarus Green Cities: Supporting Green Urban Development in Small and Medium Sized Cities in Belarus

The GEF project, to be implemented by UNDP focuses on promoting green urban development and strengthening participation of Belarusian cities in the EU Covenant of Mayors. In particular, the project aims to support investments in the development of green cities in Belarus, with a special focus on energy-efficient street lighting and environmentally sustainable transport.

Removing Barriers to Wind Power Development in Belarus

The project aims to remove barriers to implementation of wind power projects in Belarus. The project envisages establishment of a financially sustainable public-private partnership on the basis of a grant in order to promote investments in wind power. By the end of the project, it is expected to develop a feasible green tariff and procedures that will directly contribute to installation of wind-powered generators turbines with total capacity of over 25 MW in Belarus in the next 5 years.

Project Partners and Stakeholders

The contribution of the participating state agencies and other Belarusian partners to the project's implementation is calculated based on the described below roles in the project. The involvement of the specific government agencies into the project management will feature invitation of their representatives to participate in the PSC in accordance with the competence in spheres related to the "green economy".

Name	Roles in the Project
Interested Parties	
The Ministry of Environment of the Republic of Belarus	Will be the Executing Entity. The main roles and functions of the National Executing Entity are outlined in Part V. Management Arrangements.
Executive committees of regions and districts	Will act as key partners at the regional level and will be represented by committees for natural resources and environmental protection at appropriate levels. Representatives of Minsk, Grodno, Gomel and Brest executive committees will take part in the PSC as members. Local authorities provide support to implementation of pilot and "green" initiatives.
Ministry of Housing and Utilities and the State-owned Institution "Materials Recovery Operator "	Organizations coordinating materials recovery activities in order to reduce the volume of landfilled consumer waste and prevent adverse environmental impacts caused by this waste, as well as to increase the level of materials recycling.
Ministry of Forestry	State body exercising state control functions in the forestry sector.
Ministry of Sports and Tourism	Responsible for implementing the state policy in the field of tourism and, in particular, ecotourism development.
Ministry of Economy	State body exercising regulation and control functions in the design and implementation of state economic policies, development of entrepreneurship and investment activities.
Ministry of Energy	State body responsible for drafting main directions of energy policies and their implementation, in particular, take part in the energy saving policy implementation.
Energy Efficiency Department of the State Standardization Committee	Policy-making and monitoring body in the field of efficient use of fuel and energy resources including renewable energy.
Project partners for implementation of pilot initiatives	
Unitary Enterprise "Borisov Goznak Paper Mill"	Project partner for implementation of Activity 2.2.1 Organization of office paper production from recovered materials.
State Environmental Institution "Nalibokskiy Republican Landscape Reserve"	Project partner for implementation of Activity 2.2.2 Sustainable use and commercialization of biological resources.
Municipal Production Unitary Enterprise "Kommunalnik"	Project partner for implementation of Activity 2.2.3 Creating a complex for the processing of wood waste into biofuel in the City of Brest.
JSC "Zhitkovichkhimservis"	Project partner for implementation of Activity 2.2.4 Production of highly-efficient organic fertilizers through advanced sapropoles processing.
Civil society	

Name	Roles in the Project
NGOs	The NGO grant line component will be implemented in partnership with community associations and non-profit organizations dealing with environmental issues. Specific partners among these organizations will be identified upon the results of a competition to be conducted under Objective 3 of the Project. Partnership agreements for implementation of the project activities will be put in place with each partner, and the initiative will be integrated into annual project implementation plans.

Target groups:

- national government bodies, executive committees of regions, districts and cities;
- large, medium-sized and small enterprises of all forms of ownership, as well as individual entrepreneurs and business associations;
- environmental public organizations and not-profit associations;
- population of the Republic of Belarus.

PART II: STRATEGY

The project strategy is based on the implementation approaches laid down in the AAP 2012. The Components under the AAP 2012 are as follows:

Component 1. Legislative and institutional support of the Ministry of Environment and its regional branches. This component targets the public sector on central level (Ministries and other national government bodies).

Component 2. Greening Belarusian economy: investments in natural, built, and human potential.

This component targets the public sector at regional level. Regional branches of the Ministry of Environment and local authorities, as well as public Eco-info centres act as reference points for facilitating this process.

This component envisages:

- Elaboration and conduction of a broad informational campaign on promoting the green economy principles and concept, including support of the existing Eco-info centres;
- Work with local authorities on green economy driving forces and stimuli;
- Implementation of pilot green initiatives in various areas related to investments in natural and built capital.

Component 3. Strengthening environmental NGOs.

This component provides for allocation of funds for green economy initiatives generated by NGOs. Resources are to be allocated on a relevant competitive basis.

Component 4. Wind turbine installation. The Ministry of Environment will be the beneficiary under this component. Equipment for the wind farm will be procured and installed in accordance with the feasibility study prepared within AAP 2007.

This Project covers Components 2 and 3 of the AAP 2012. Components 1 and 4 will be implemented by the EU through direct contracts with performers of works and services envisaged by these components, who will be determined on the basis of competitive bidding in accordance with the EU rules and procedures.

An integrated approach to the greening of the economy, based on a combination of activities on consolidating the legal and institutional framework for a green economy, conducting a broad information campaign and implementing concrete demonstration and pilot projects, will allow for achieving sustainability of project results.

GEOGRAPHIC AREA OF INTERVENTION

The Project will be implemented in the entire territory of the Republic of Belarus. Given the objectives under Components 2 and 3 of the AAP 2012, the project activities have a regional focus and will contribute to the promotion of green economy principles and ideas at the local level.

The activities are coordinated on a geographical basis and supplemented by the activities implemented under Component 4 of the AAP 2012, which allows for uniform coverage of the territory of the Republic of Belarus by project activities in terms of distribution by geographic regions of the country.

Implementation of Objective 1 of the Project, in conjunction with Component 1 of the AAP 2012 that targets the government level, will create a cumulative effect for promoting the ideas of green economy in the decision-making by authorities at all levels.

PROJECT GOALS, OBJECTIVES, AND ACTIVITIES

Overall goal: Supporting the Republic of Belarus in generating green economic growth, including environmentally sustainable and economically feasible use of natural resources, promotion of green production and green consumption patterns, green jobs creation, changing target group's behavior towards greater environmental sustainability.

This goal will be achieved through addressing the following **objectives**:

1. Expanding public knowledge of the principles and ideas of green economy.
2. Developing green economy in the regions through implementation of pilot initiatives in waste management, water management, biodiversity conservation, ecotourism, creation of eco-info centres, etc.
3. Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste

management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.

4. Effective project management.

DESCRIPTION OF ACTIVITIES

Objective 1: Expanding public knowledge of the principles and ideas of green economy.

This task will be implemented through a broad-based information campaign to promote the principles and ideas of green economy. The conceptual bases of the information campaign on the principles and ideas of the "green economy" will be the final resolution adopted by the Rio +20, and the basic documents of the UNEP², the EU and the OECD³ in this area.

The target audience of the information campaign is divided into two parts in accordance with the production \ consumption differentiation.

The target group for developing "green" consumption behaviour will include the general public, i.e., Belarusian citizens and NGOs. Activities 1.1 and 1.3 will aim to enhance the awareness level among this target group.

The target group of the "production"-focused campaign will include the public authorities and the national business community. Activity 1.2 will be designed to focus on this target audience.

The EU, UNDP, government bodies and local authorities will be the organizers and immediate participants of the campaign and thus will act as "suppliers" of green economy ideas and principles in the process of the information campaign.

Activity 1.1. Developing "green" consumption behaviour.

1.1.1 Introductory workshop.

Within three months from the project registration date, an introductory workshop will be conducted. Workshop participants will include representatives of the Ministry of Environment, the Ministry of Housing and Utilities, the Ministry of Sports, the Ministry of Economy, the Ministry of Energy and the Energy Efficiency Department, all regional committees for natural resources and environmental protection, environmental NGOs, representatives of the project partner organizations, and the mass media. At the introductory workshop, the Project's goals and objectives, as well as the relevant roadmaps will be highlighted and discussed.

1.1.2 Media tours for journalists.

2 media tours for journalists will be held. The organized media tours will include visits to the enterprises and NGOs participating in the project.

1.1.3 PR-actions.

The Project will organize at least 20 PR-actions among the population to develop environmentally responsible consumption behaviours.

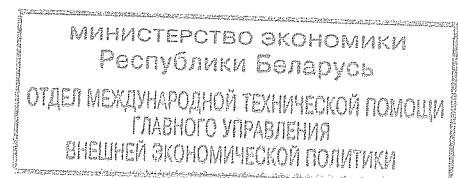
1.1.4 Social networks.

The Project will have its own pages set up in the most popular social networks and will administer and continuously moderate these pages. Eco-business ideas will be offered for discussion in forums. These communication channels will be integrated with the project website.

A contest for young people will be conducted for design and development of pages in social networks dedicated to green economy. The contest winners will receive valuable prizes.

² UNEP, 2011 Towards a Green Economy. Pathways to sustainable development and poverty eradication - (a synthesis for policy makers), www.unep.org/greeneconomy

³ The Summary Report on The Strategy of Green Growth (Note of the Secretary General), C (2011) 29/Rev1, OECD, March 2011



1.1.5 A "green" map.

There will be prepared an electronic catalogue (search engine) of green enterprises of Belarus that deal with collection, sorting, recycling, or disposal of different wastes (including hazardous waste), guided by the green production and/or consumption principles in their work, using biodegradable packaging for their products, as well as of products that meet environmental criteria and carry an eco-label, eco-certification services, etc.

Similarly focused information products that have been made in Belarus will be reviewed and terms of reference for design/updating and promotion of an information product will be prepared. It is planned to involve UNEP expertise to provide advice and guidance in the design of the information product.

After the development and determining of the contents of this resource, the search engine will be transferred to the Ministry of Environment to organize its future work, which will ensure its sustainability.

1.1.6 Green transport.

The project will support environmental demo project providing illustrative examples of nature-oriented consumption behaviour. In particular, it will support a package of green transport measures at the Radziwill palace and park ensemble (Nesvizh district). The initiative will include the demonstration of green transport benefits, display of social advertisements on vehicles, as well as placement of information boards, distribution of leaflets and booklets among visitors.

An electric vehicle complete with trailers for carrying passengers will be purchased. The demo project site will be declared a green transportation area. Guided tours will be conducted using the vehicles procured under the Project, and vehicle rental services will be made available for the public.

1.1.7 Development of a network of eco-info centres.

In order to raise the level of awareness among the local communities and the general public about the concept of sustainable local development and development of eco- ("green") tourism infrastructure, the Project will support a network of eco-info centres to be established on the basis of the administrations of the specially protected natural areas "Pribuzhskoye Polesie Republican Reserve" and "Svityazyansky Republican Landscape Reserve" through supporting the development of their infrastructure, ecological trails, "green ways" and observation platforms, environmentally friendly means of transport, etc. A tentative scope of work and equipment list for the sites is given in Annex VI.

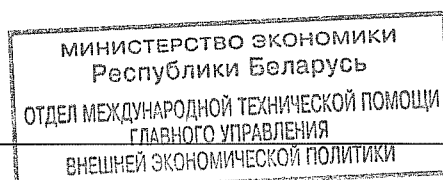
Activity 1.2. Eco-forums and topical roundtables.

The Ministry of Environment holds annual eco-forums in the format of regional conferences to discuss the environmental problems of the Republic of Belarus and pathways to resolve them, which are accompanied by exhibitions featuring the leading manufacturers and suppliers of green technologies, products and services. The format of this event envisages participation of both individual specialists and organizations working in the environmental field and citizens interested in obtaining information on environmental issues. This event is widely covered in the mass media and causes a major public response. Traditionally, the event is attended by the senior officials of the Government and government bodies of the Republic of Belarus, heads of diplomatic missions and environmental NGOs.

During the three years of implementation, the Project will take part in the organization and conducting three eco-forums. Under the auspices of the Project, the following activities will be carried out in the framework of the forums:

- topical roundtables, workshops and presentations;
- PR-actions;
- exhibitions by manufacturers and suppliers of green technologies, products and services.

In Year 3 of the Project implementation, in addition to the above activities, a topical exhibition will be organized in the framework of the eco-forum, which will include demonstration of the results of each of the pilot initiatives and NGO initiatives supported under the Project. The forum will be dedicated to green economy topics, and the target audience will be expanded to incorporate the "economic" audience and the investors. Under the auspices of the eco-forum, as well as for the purpose of identifying the most sensitive issues for the public in the "ecology-



economy" topics, at least six topical roundtables will be conducted to discuss the problems associated with the greening of the economy of the Republic of Belarus. The topic of each roundtable will be determined based on the proposals by the Ministry of Environment and its regional bodies, as well as the government bodies, the academia, and NGOs participating in the Project. The Project will aim to reach out to all areas of the Republic of Belarus in terms of selecting locations for the topical roundtables to identify regional challenges in the greening of the economy. Representatives of local authorities, NGOs, businesses, and the mass media will be invited to participate in the roundtables. These events will provide a means for identifying green economy challenges at the local level and drawing public attention to the need of addressing them. These activities may be conducted with the involvement of Eco-info centres as environmental information institutions.

Activity 1.3. Information package.

An information package will be prepared to inform the public about environmentally friendly consumption, to include:

- at least 3 videos for broadcasting on television as social advertising;
- at least 3 media presentations (including online presentations) on the basics of green consumption;
- printed material on the basics of green consumption (posters, flyers, leaflets, brochures) for the public of different age groups: schoolchildren, students, employed people and retirees. The total circulation of the published information materials should be at least 15 000 copies;
- a computer game for primary school pupils on the basics of green consumption;
- billboards and banners to be displayed in the cities and towns of the Republic of Belarus as public service advertising;
- Promotional products (souvenirs, bags, calendars, etc.).

The information package will have a uniform design and style seeking to demonstrate an environmentally sound approach to information activities, such as using recycled materials for the production of promotional products, etc.

Objective 2: Developing green economy in the regions through implementation of pilot initiatives

The Project will support local pilot initiatives aimed at the economic empowerment of local entities based on green growth principles in the areas of waste management, water management, biodiversity conservation, and ecotourism.

The pilot initiatives, included into the Project, intend to demonstrate in practice the basic principle of a "green economy" - obtaining economic benefits (for specific territories such effect will be expressed in terms of creating new jobs and getting added value through implementation of pilot initiatives) while reducing risks to the environment and depletion of natural resources.

Activity 2.1. Preparatory stage

Since the pilot initiatives were developed at the stage of preparing the project document they will require updating after the launch of the project in order to finalize the scope of activities and estimated cost of their implementation. The Project team will work with the target partners in the Project to update the implementation plans of pilot initiatives, prepare business plans (since the purpose of the pilot initiatives is the creation of cost-effective activities, business plans will be additionally developed) and include them into the Project's annual work plans. In addition to this, within the specified period, these organizations will appoint persons responsible for implementation of a pilot initiative – a pilot initiative manager. Upon completion of the above activities, the target partners will present their implementation plans for the approval of the PSC.

Within one month from the date of approval of the pilot initiatives implementation plans by the PSC, the UNDP will sign memoranda of understanding related to the activities included in the Project's annual work plans, with the Project partners in pilot initiatives implementation. The memoranda will set the cooperation mechanism regarding the initiative being implemented between the UNDP and the Project partners.

A training workshop on the procedural issues of the pilot initiatives implementation and fulfilment of Project cooperation agreements with the UNDP will be conducted for managers and chief accountants of the organizations, as well as the managers of pilot initiatives simultaneously with the signing of the agreements.

The preparatory phase will be completed in three months with an introductory workshop (Activity 1.1.1, Project Document).

Activity 2.2. Practical implementation of pilot initiatives

The pilot initiatives will be implemented by relevant partner organizations in close cooperation with local authorities at the appropriate level.

In accordance with the pilot initiatives implementation plans approved by PSC, UNDP will ensure procurement of goods and services and their further transfer to the recipients. This UNDP activity will start upon the completion of the preparatory stage.

All procurement will be done according to UNDP rules and procedures. At the same time, the Project partners in pilot initiatives implementation will bear the responsibility of preparing technical specifications for the procurement of goods and services for the respective pilot initiative. To ensure the development of high-quality technical specifications for procurement of complicated equipment and specified services, the UNDP will hire short-term individual contractors who will work in close collaboration with the managers of the pilot initiatives.

Monitoring of the implementation of pilot initiatives will be performed by the Project team with the assistance of authorized employees of the UN, the EU and the Ministry of Environment. The frequency, scope and other requirements for interim financial (and other) reports will be established by UNDP and partner organizations as part of signing relevant memoranda of understanding.

Upon completion of each initiative, extensive mass media coverage of the delivered results will be organized with mandatory visual and textual acknowledgement of the input provided by the European Union/UNDP. In addition, a PR-action should be timed to coincide with the completion of each initiative. A PR-action plan is subject to discussion and agreement between the partner organization and the Project team.

The partner organizations shall submit the required final reports within 2 months after completion of the initiative implementation.

2.2.1 Organization of office paper production from recovered materials

The pilot initiative is aimed to conserve forest resources used in the production of paper through reducing the use of pulp and expanding the use of waste paper as feedstock. One of the objectives of the initiative is to develop technological capabilities for production of office paper by advanced processing of recycled pulp in the Republic of Belarus.

This pilot initiative is implemented by the UE "Borisov Goznak Paper Mill". The available technologies enable the enterprise to annually produce 10 thousand tons of printing paper from pulp feedstock. This capacity cannot resolve the issues of recycling waste paper in the country and, as a result, it leads to inefficient use of forest resources. The pilot initiative will allow processing up to 12 thousand tons of waste paper on an annual basis and manufacturing 10 thousand tons of office paper per year without using pulp feedstock. The proposed technology is based on creation of production facilities that include equipment for sorting followed by producing office paper suitable for using in modern printing equipment out of the recycled waste paper. The funds allocated from the project budget for the implementation of pilot initiative will be supplemented by own funds of the enterprise and resources attracted from other organizations. To supplement the funds stipulated by the Project, "Borisov Goznak Paper Mill" will invest its internal funds and raise additional resources in the amount of EUR 1 500 000. Implementation of the pilot initiative will provide a means to meet the demand for office paper of a significant part of Belarusian organizations and institutions with a domestically-produced green product. After the commissioning of the newly built production facility and launch of the manufacturing of finished products, the Ministry of Environment will assist in facilitating the process of switching office paper consumers, primarily government bodies, to use of this recycled paper in their work.

Pilot initiative budget: EUR 900,000 from the Project budget.

2.2.2 Sustainable use and commercialization of biological resources.

The wildlife and biodiversity of the Belarusian Specially Protected Areas (SPA) is characterized by the availability of species that require replenishment in the continental Europe, as well as worldwide. Natural

conditions in these areas allow for increasing the populations of such species for their subsequent migration to new territories. In addition, there is unsatisfied demand for certain species in the global bio resources market.

This pilot initiative will focus on building infrastructure and mechanisms for commercializing the operations of SPAs related to sustainable use of biological resources that are in high demand in the global markets.

The initiative will provide for creating a nursery for an artificial rearing of grouses on the basis of Nalibokskiy Republican Landscape Reserve (development of bio-economic feasibility study, including a detailed design, as well as creation of the nursery and procurement of the necessary equipment) with a view to sell this species to other SPAs and abroad in the future. The activities to promote environmental friendliness will complement the commercial part of the initiative. An eco-classroom will be equipped to serve as a platform for conducting seminars and conferences.

Pilot initiative budget: EUR 110,000 from the project budget.

2.2.3 Creating a complex for processing of wood waste into biofuel in the City of Brest.

Some of the key environmental problems associated with use of forest resources include use of waste wood - logging residues (branches, twigs and other waste), which are usually burned or left at the logging site. However, it is considered technically feasible to utilize wood waste in the amount of 7-10% of the harvested merchantable timber. Experts estimate that in Belarus, in the final fellings only, it is possible to annually harvest 600 - 800 thousand m³ of logging residues suitable for use as a bio-energy fuel. In addition, significant volumes of this kind of wood waste are generated by households, which creates an additional burden on solid waste landfills, where this waste is sent.

Brest is one of the cities where the issue of problem of warehousing, processing and disposal of wood waste generated by utilities and households is particularly pointed. The amount of wood waste received from the urban and suburban areas is more than 7.5 thousand m³ per year. In the absence of plants capable of processing this type of waste, the waste is delivered to the quarry for landfilling wood waste at the village of Kostychi, as well as to the 2.4 ha wood waste storage site in the City of Brest, from where, after compaction, it is transported to landfills for solid domestic waste.

To solve this problem, a pilot initiative envisages creating a complex for processing wood waste into biofuel (wood chips) on the basis of Municipal Production Unitary Enterprise "Kommunalnik" (MPUE "Kommunalnik") and subsequent use of the derived biofuels in the boiler plant. To complement the funds stipulated by the Project, MPUE "Kommunalnik" will raise funding from other resources in the amount of EUR 130 000. It will utilize wood waste without causing damage to the environment, as well as produce an additional environmental benefit through the transfer of energy consumers to renewable energy sources. In the process of implementing this pilot initiative, the quarry for wood waste landfilling will be eliminated and the practice of sending wood waste to solid waste landfills will be discontinued.

Pilot initiative budget: EUR 646,000 from the Project budget.

2.2.4 Production of highly-efficient organic fertilizers through advanced sapropeles processing.

The use of organic sapropeles-based fertilizers by agricultural enterprises, farms and local population leads to production of ecologically-clean products and lower production costs. JSC "Zhitkovichikhimservis" refines the sapropeles to produce highly-efficient organic fertilizers for their subsequent use in agriculture to increase soil fertility, enhance crop yield, reduce human-induced burden on soil, cause by the use of inorganic fertilizers.

Sapropeles are dug out of the lake Chervonoe, which is an important element in supporting environmental balance in the area of middle reach of the Pripyat river. In recent years the lake has silted and shoaled. These changes negatively affect the local ecosystems. Experts believe that to ensure proper ecological balance of the lake, it is necessary to clean it from silt i.e. dig out the sapropeles.

Annually the sapropeles refinery produces over 2.5 thousand tons of waste that is stored at the open areas. This leads to greenhouse gas emission in the amount of 362.3 kg. Current JSC "Zhitkovichikhimservis" equipment is outdated and does not allow for full-cycle sapropeles processing and increase in extracting sapropeles from the lake Chervonoe.

Within the project framework it is planned to acquire the equipment that will stipulate for the increase in sapropeles extraction and its further processing. Project implementation in Zhitkovichi district will allow introducing the efficient waste-free organic fertilizer production increased by at least 2.5 thousand tons after the first year of project implementation and decrease in greenhouse gases emissions. The increased volumes of sapropeles extracted from the lake Chervonoe will positively impact the lake itself and dependent ecosystems. To complement the funds stipulated by the Project, JSC "Zhitkovichihimservis" will invest its internal funds (EUR 25 000) and raise additional resources (Eur 100 000). Expert support of technical works will be provided by UNDP and individual contractors (when necessary).

Pilot initiative budget: EUR 200 000 from the Project budget.

Objective 3: Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.

Activity 3.1. Contest of green Initiatives.

Based on the goals and objectives of Component 3 of the AAP 2012, support will be provided to the work of NGOs, aimed to the establishment of effective partnerships and joint activities of NGOs, local government and business organizations and a competition among initiatives aimed at green economic growth will be held.

3.1.1 Preparation of the Contest of green Initiatives.

The Project team within 3 months after the launch of the Project will prepare a Regulation on the Contest of green initiatives and a Plan for Conducting the Contest, outlining the following activities:

- organization of information support for the Competition among environmental NGOs, to include information seminars, invitations to participate, etc. (information support should be linked to the Project activities implemented under Objective 1);
- the timeline and procedure of the Contest, including the collection and processing of applications from the initiators, organization and paperwork of the Selecting Committee (PSC);
- the timing and procedure for collecting the necessary documents and information from the contest winners to conclude agreements with UNDP for implementation of the initiatives;
- the conclusion of agreements with UNDP for implementation of the initiatives and timeline of financial transfers to the contest winners;
- monitoring of the implementation of green initiatives.

The Regulation on the Contest of green Initiatives shall meet the following requirements:

- a) The Contest will accept applications from NGOs. The Contest will also accept applications from initiative groups consisting of NGOs and other entities (including commercial and state-owned organizations) and individual entrepreneurs, residents of the Republic of Belarus, united under cooperation agreements for the period of the Contest and execution of initiatives. At the same time, if such an initiative group wins the Contest, an agreement on cooperation with the UNDP for implementation of the initiative as a part of the Project activities will be concluded with the NGO acting as the principal applicant for the initiative, and the funds for implementation of the initiative will be transferred to the account of this NGO.
- b) the amount of requested financing per green initiative may not exceed EUR 110,000.
- c) one NGO can submit an unlimited number of applications, but only one green initiative filed or implemented in partnership with this NGO may be funded.
- d) the minimum amount of co-financing from different sources is not less than 10% of the requested volume of funding.
- e) initiatives must comply with the principles and ideas of green economy and achieve the ultimate result of creating new jobs, generating added value, as well as demonstrating a high level of cooperation with the authorities and self-government bodies at the appropriate levels.

f) the maximum amount of funds allocated for administration of green initiative does not exceed 20% of the total volume of requested resources.

g) the implementation period of green initiative shall not exceed 18 months.

The developed Regulation on the Contest of green Initiatives and Plan for Conducting the Contest will be submitted to the PSC for approval before the specified deadline.

During the preparatory period, civil society will be widely informed of the tentative timeline and conditions of the Contest of green Initiatives.

3.1.2 Conducting the Contest of green Initiatives.

The Contest of green Initiatives shall be conducted within 3 months after the approval of the Regulation on the Contest and the respective Contest Plan by the PSC.

The initiators of proposals submitted for consideration for the Contest of green Initiatives need to demonstrate the involvement of key stakeholders, the community, and the intended beneficiaries in the process of their development, to justify the need for the initiative and the structure of its components. All applicants are required to demonstrate support for their initiatives from a wide range of partners, as well as sustainability of the results of the initiative.

Applications will be evaluated by the PSC on the basis of uniform criteria. These criteria will take into account the priority ranking of the subject-matter of a specific initiative, the effectiveness of proposed measures and corresponding expenses in terms of delivering the outlined goals, the share of co-financing allocated to implement the initiative, as well as the potential input of the specific initiative to the improvement of the situation in the priority areas. The PSC will aim at selecting the winners based on parity distribution of financial resources among the priority areas.

At the end of the Contest, at least 16 applications that initiate a package of measures (initiatives) will be selected in the following priority areas:

- 1) waste management;
- 2) ecotourism;
- 3) biodiversity conservation and sustainable use of bio resources and lands;
- 4) renewable energy promotion and energy efficiency;
- 5) sustainable management of water resources and wetlands.

The total funding for green initiatives will amount to EUR 1,683,891.47. If, following the evaluation of the submitted applications, the total amount of funding to be allocated to the winning NGOs is less than the specified above, the PSC will make one of the following decisions upon the evaluation results: i) to redistribute the remaining financial resources to implement Objectives 1 and 2 of the Project, ii) to conduct the second round of the Contest of green Initiatives.

Activity 3.2. Implementation of green initiatives.

The selected bidders (applicants) will act as partners in the project and manage the resources provided under the Project for these purposes. Appropriate agreements with UNDP for implementation of the initiatives will be concluded with the winners. Pursuant to these agreements, they will be fully responsible for implementation of the initiative and the activities included into the Project's work plan under this initiative. The Project team jointly with the UNDP and other stakeholders will monitor and control their execution. The Project team will provide technical and advisory support to the winners of the Contest.

Prior to the start of implementation of initiatives, UNDP will appraise the organizations acting as the implementers of initiatives in terms of their capacity to perform the Project activities. The appraisal results and a conclusion on the capacity will be presented to the EU Delegation and the Ministry of Environment within one month after the closing of the Contest. In case of a negative appraisal, UNDP will raise to the attention of the EU and the Ministry of Environment the issue of replacing the implementing organization or, if such a replacement is impossible, of excluding the initiative from the project implementation plan and redistributing the resources.

Within one month from the date of approval of the green initiatives implementation plans by the PSC, UNDP will conclude agreements for implementation of the initiatives, as related to the activities included in the Project's annual work plans, with the implementers of the initiatives. Pursuant to the agreements, targeted financing will be provided to the organizations for implementation of the initiatives. Within the specified period, these organizations will appoint persons responsible for implementation of initiative – an initiative manager and other related staff.

A training workshop on the procedural issues of implementation of the green initiatives and fulfilment of agreements with UNDP for implementation of the initiatives will be conducted for managers and chief accountants of the organizations, as well as the managers of initiatives simultaneously with the signing of the agreements.

Monitoring of the implementation of green initiatives will be performed by the Project team with the assistance of authorized employees of the UN, the EU and the Ministry of Environment. The frequency, scope and other requirements for interim financial (and other) reports will be established by UNDP and the organizations implementing the initiatives as part of signing relevant agreements.

Upon completion of each initiative, extensive mass media coverage of the delivered results will be organized with mandatory visual and textual acknowledgement of the input provided by the European Union/UNDP. In addition, a PR-action should be timed to coincide with the completion of the initiatives. A PR-action plan is subject to discussion and agreement between the initiative implementer and the Project team.

The implementing organizations shall submit the required final reports within 2 months after completion of the initiative implementation.

Objective 4: Effective project management.

Activity 4.1. Project registration, core staff recruitment, and inception.

The Project is to be registered as per the established procedure. The date of the project registration will be considered the official inception date of the Project, after which personnel will be contracted, office equipment, supplies and vehicle will be purchased. Ministry of Environment will arrange project office premises. In case renovation is required – it will be covered from the project budget as well as maintenance and communication costs.

Activity 4.2. Project monitoring and evaluation.

Project activities monitoring and evaluation will be performed regularly during the lifetime of the project by the Project team in accordance with the Annual Work Plan and the Project Monitoring and Evaluation Plan (see Section "Monitoring and Evaluation").

Activity 4.3. Project management and activities of the Project Management Unit.

All planned activities will be implemented and project resources delivered in full according to the annual detailed work plans. Project management will be effected according to Attachment V: Management Arrangements.

The procurement of goods (works and services) for the implementation of green initiatives (project activities under Objective 3) will be carried out by the implementing organizations in accordance with the requirements of national legislation and UNDP. A Project representative will be included in the tender committees established by the target project partners and NGOs for organization of the procurement process to fulfil the agreements with UNDP for implementation of the initiatives.

The procurement of goods (works and services) under Objectives 1, 2 and 4 will be carried out in compliance with the UNDP rules and procedures. Preliminary list of equipment, goods and services to be purchased under activities 1.1.6, 1.1.7, 2.2.1, 2.2.2, 2.2.3 and 2.2.4 is listed in Attachment VI.

Decisions on terms and conditions of the transfer of ownership for the equipment procured by UNDP under activities 2.2.1, 2.2.2, 2.2.3 and 2.2.4 is subject to negotiation and will be reflected in the memoranda of understanding and/or agreements with UNDP.

The recipient of the equipment as well as the terms and conditions of the transfer of ownership for goods and services under activity 1.1.6 will be determined by the respective PSC decision and UNDP.

Administration of the specially protected natural areas "Pribuzhskoye Polesie Republican Reserve" and "Svityazyansky Republican Landscape Reserve" will be transferred the ownership for the equipment purchased for the development of the eco-info centers (activity 1.1.7). Terms and conditions of such transfer will be determined by the UNDP and respective administrations.

Upon completion of the Project, the Ministry of Environment will take over the ownership of the assets (including Project vehicle), purchased for the Project team.

Visibility of the project will be ensured in accordance with the visibility requirements set out in the General Conditions of the EU/UNDP Cooperation Agreement and in accordance with the Joint Visibility Guidelines for the EC-UN Actions in the Field adopted in 2008. A communication strategy and a visibility plan will be discussed and agreed with the EU Delegation.

SUSTAINABILITY

A broad-based information campaign to be conducted under the Project will contribute to developing green production and consumption behaviours of the public and the business community. Increased public understanding of the principles and ideas of the green economy will generate a sustainable long-term effect and stimulate involvement of the business community in the green growth generation.

Creation of economically self-sufficient facilities, capable of strengthening their natural and built capital based on the principles of green economy and generating added value, in the framework of the initiatives will ensure additional sustainability of the Project results.

Successful implementation of the initiatives will enhance the NGOs' sustainability and provide a means for expanding their social activities in the future.

GENDER

The project will apply a uniform **gender mainstreaming** approach throughout all the project activities implementation in line with the provisions below:

- * Participants for workshops, trainings and study tours will be selected with respect of existing gender composition in the corresponding target audience.
- * The strategic communication with the target audiences in the process of the broad-based information campaign will be gender-inclusive.
- * When building partnerships at the local level, special attention will be paid to engaging public associations and other organizations advocating the rights and interests of women.

Thus, the project will be implemented responsive to the priorities of the UNDP Gender Equality Strategy (2014-2017), which, among others, stipulate that "UNDP will support partner efforts to increase women's access, ownership and sustainable management of ecosystem goods and services. This will include working on policies and programmes to remove structural barriers to equal opportunities for women in green business. UNDP will build the capacity of females to engage in various activities built on green principles.

PART III: PROJECT IMPLEMENTATION SCHEDULE

Total Project duration is 39 months, it consists of 2 stages:

- The first 3 months – for Project registration procedure and Project team recruitment;
- The remaining 36 months – for direct project implementation in line with budgeted activities.

Objective/ Activity	Implementation Period (Year/Month)																																														
	Year 1												Year 2												Year 3																						
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12											
Activity 3.1.1 Preparation of the Contest of "green"-Initiatives																																															
Activity 3.1.2 Conducting the Contest of "green"-Initiatives																																															
Activity 3.2 Implementation of "green"-initiatives																																															
Objective 4. Effective project management.																																															
Activity 4.1. Project registration, core staff recruitment, and inception																																															
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DM

Results and Resources Framework

Intended Outputs	Output Targets (Years 1-3)	Activities	Responsible Parties	Input, Euro
Objective 1: Expanding public knowledge of the principles and ideas of green economy.				
<p>Baseline:</p> <ul style="list-style-type: none"> Insufficient knowledge and awareness of the benefits of green production and consumption among the public, NGOs, and business community <p>Indicators:</p> <ul style="list-style-type: none"> Number of materials published and broadcasted in the mass media Number of unique visitors to the project website and project pages in social networks Number of "green map" users Number of tourists and visitors attending demonstration projects and Eco-info centres Number of participants of eco-forums and number of participants of topical roundtables 	<p>Targets</p> <ul style="list-style-type: none"> At least 200 publications and unique references to the Project in the mass media. At least 1000 people attended PR actions. At least 20 webpages have been conducted and maintained with the total of no less than 10,000 unique visitors. At least 5,000 registered users of the Green map. The map displays a minimum of 100% recycling drop-off points, green packaging manufacturers, waste recyclers and ecological service providers. At least 2,000 green transport users at the demo project site per year. Development of at least 2 eco-info centres has been supported, which resulted in increasing the number of green tourists by 50%. The topical roundtables have been attended by 300 participants (50 participants per roundtable). The eco-forums have been attended by at least 1,200 participants. At least 3 videos are regularly broadcasted on TV as public service advertising; At least 15,000 copies of the Project's 	<p>Activity 1.1.1 Introductory workshop</p> <p>Activity 1.1.2 Media tours for journalists - 2 media tours for journalists have been conducted, in which 40 mass media representatives have taken part.</p> <p>Activity 1.1.3 PR actions - At least 20 PR actions have been conducted among the public on developing a green consumption behaviour.</p> <p>Activity 1.1.4 Social networks - A contest for young people has been conducted for design and development of pages in social networks dedicated to green economy.</p> <p>Activity 1.1.5 A green map.</p> <p>Activity 1.1.6 Green-transport МІНІСТЕРСТВО ЭКОНОМІКИ Республікі Беларусь ОТДЕЛ МЕЖДУНАРОДНОЙ ТЕХНИЧЕСКОЙ ПОМОЩИ ГЛАВНОГО УПРАВЛЕНИЯ</p> <p>Activity 1.1.7 Development of a network of Eco-info centres</p>	<p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment, district executive committees</p> <p>UNDP, Min. of Environment,</p>	<p>609,319</p> <p>3,270</p> <p>4,000</p> <p>21,800</p> <p>9,000</p> <p>20,000</p> <p>60,000</p> <p>320,000</p>

	printed materials have been published and distributed among the concerned persons;		SEA, district executive committees	111,249
	<p>Activity 1.2. Eco-forums and topical roundtables.</p> <ul style="list-style-type: none"> - The Project has been involved in preparing and conducting 3 eco-forums. - At least 6 topical roundtables on the problems associated with the greening of the economy of the Republic of Belarus have been conducted. 		UNDP, Min. of Environment	60,000
	<p>Activity 1.3. Information package</p>		UNDP, Min. of Environment	1,887,300
Objective 2: Developing green economy in the regions through implementation of pilot initiatives.				
<p>Baseline:</p> <ul style="list-style-type: none"> - The potential for greening the economy of the Republic of Belarus is underexploited. - Economic empowerment of territories based on green growth principles is required in the areas of waste management, water management, biodiversity conservation, ecotourism, and creation of eco-info centres. <p>Indicators:</p> <ul style="list-style-type: none"> - Number of pilot initiatives implemented as part of the project on the basis of green economy principles - Volume of attracted local 	<p>Targets</p> <ul style="list-style-type: none"> - At least 4 pilot initiatives have been implemented. - The volume of financing of the pilot initiatives is in line with the Project Document. The pilot initiatives participants have attracted at least 50% of co-financing to implement the initiatives. - At least 20 new jobs have been created through implementation of the pilot initiatives. 	<p>Activity 2.1 Preparatory stage</p>	UNDP, Min. of Environment, principal partners	27,000
		<p>Activity 2.2.1 Organization of office paper production from recovered materials</p>	UNDP, Min. of Environment, Ministry of Finance, Borisov Goznak Paper Mill	900,000
		<p>Activity 2.2.2 Sustainable use and commercialization of biological resources</p>	UNDP, Min. of Environment, Minsk Region Executive Committee, Naibokskiy Republican Landscape Reserve	113,000

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<p>financing for supporting the pilot initiatives - Number of jobs created in the framework of the initiatives.</p>		<p>Activity 2.2.3 Creating a complex for the processing of wood waste into biofuel in the City of Brest</p> <p>Activity 2.2.4 Production of highly-efficient organic fertilizers through advanced sapropeles processing</p>	<p>UNDP, Min. of Environment, Brest Region Executive Committee and City Executive Committee, MPUE "Kommunalnik"</p> <p>UNDP, Min. of Environment, Gomei Region Executive Committee, Zhitkovichi District Executive Committee, JSC "Zhitkovichikhservis"</p>	<p>646,000</p> <p>201,300</p>
<p>Objective 3: Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.</p>				
<p><u>Baseline:</u></p> <ul style="list-style-type: none"> There are no effective partnerships and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible projects based on green growth ideas. NGOs tend to be passive in the implementation of projects aimed at generating added value. NGOs primarily focus 	<p><u>Targets</u></p> <ul style="list-style-type: none"> At least 30 entries have been submitted to participate in the Contest of green-Initiatives. NGOs have mobilized co-financing for implementation of the green-initiatives on a pro-rata basis as defined by the requirements for the Contest of green-Initiatives and the requirements for applicants and initiatives (Activities 3.1.2). 	<p>Activity 3.1.1 Preparation of the Contest of green-Initiatives</p> <p>Activity 3.1.2 Conducting the Contest of "green"-Initiatives</p>	<p>UNDP, Min. of Environment</p> <p>UNDP, Min. of Environment</p>	<p>0</p> <p>10,000</p>

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<p>on implementation of initiatives related to public information and addressing environmental problems without due regard to economic development aspects as a basis for ensuring sustainability of the results in the future.</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of initiatives supported and implemented in the framework of the Contest of green-Initiatives. • Volume of attracted co-financing for supporting the initiatives. 		<p>Activity 3.2 Implementation of "green"-initiatives</p> <p>- Activities in the framework of 16 initiatives have been supported for the amount consistent with the Project budget allocated for these purposes.</p>	<p>UNDP, Min. of Environment, Project's partner NGOs</p>	<p>1,707,891</p>
OBJECTIVE 4: Effective project management				
Project implementation		Salaries for staff, rent of office space, office equipment, project visibility, other expenses).	UNDP	463,387
UNDP General Management Services (7%)			UNDP	327,103
Total				5,005,000

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INDICATIVE ANNUAL WORK PLAN, YEAR 1

Intended Outputs	Activities	Activities per quarters				Responsible party	Planned financial resources, Euro		
		q1	q2	q3	q4		Donor	Amount	
Objective 1: Expanding public knowledge of the principles and ideas of green economy.									
<p>Baseline:</p> <ul style="list-style-type: none"> • Insufficient knowledge and awareness of the benefits of green production and consumption among the public, NGOs, and business community <p>Indicators:</p> <ul style="list-style-type: none"> • Number of materials published and broadcasted in the mass media • Number of unique visitors to the project website and project pages in social networks • Number of "green map" users • Number of tourists and visitors attending demonstration projects and Eco-info centres • Number of participants of eco-forums and number of participants of topical roundtables 	Activity 1.1.1 Introductory workshop					UNDP	EU	Travels 71600 Audio Visual&Print Prod Costs 74200 Contractual services — companies 72100	1,800 420 1,050
	Activity 1.1.2 Media tours for journalists					UNDP	EU	Travels 71600 Contractual services — companies 72100	1,000 1,000
	Activity 1.1.3 PR actions					UNDP	EU	Contractual services — companies 72100	2,180
	Activity 1.1.4 Social networks					UNDP	EU	Local consultant 71300 Miscellaneous 74500	3,000 1,200
	Activity 1.1.5 A green map.					UNDP	EU	Contractual services — companies 72100	20,000
	Activity 1.1.6 Green transport					UNDP	EU EU	Procurement of equipment and furniture 72200	60,000
									303,783

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	<p>Activity 1.1.7 Development of a network of Eco-info centres</p> <p>Activity 1.2. Eco-forums and topical roundtables.</p> <p>Activity 1.3. Information package</p>		UNDP	EU	Procurement of equipment and furniture 72200 Audio Visual&Print Prod Costs 74200 Contractual services — companies 72100 Travels 71600	160,000
Objective 2: Developing green economy in the regions through implementation of pilot initiatives.						
<p>Baseline:</p> <ul style="list-style-type: none"> - The potential for greening the economy of the Republic of Belarus is underexploited. Economic empowerment of territories based on green growth principles is required in the areas of waste management, water management, biodiversity conservation, ecotourism, and creation of eco-info centres. <p>Indicators:</p> <ul style="list-style-type: none"> - Number of pilot initiatives implemented as part of the project on the basis of green economy principles - Volume of attracted local financing for supporting the pilot initiatives - Number of jobs created in the framework of the initiatives. 	<p>Activity 2.1 Preparatory stage</p> <p>Activity 2.2.1 Organization of office paper production from recovered materials</p> <p>Activity 2.2.2 Sustainable use and commercialization of biological resources</p> <p>Activity 2.2.3 Creating a complex for the processing of wood waste into biofuel in the City of Brest</p>		UNDP	EU	Local consultant 71300 Procurement of equipment and furniture 72200 Contractual services — companies 72100 Procurement of equipment and furniture 72200	10,000
630,967						

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	Activity 2.2.4 Production of highly-efficient organic fertilizers through advanced sapropeles processing			UNDP	EU	Procurement of equipment and furniture 72200 Local consultant 71300	66,667 1,300
Objective 3: Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.							
<u>Baseline:</u>							
<ul style="list-style-type: none"> • There are no effective partnerships and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible projects based on green growth ideas. • NGOs tend to be passive in the implementation of projects aimed at generating added value. NGOs primarily focus on implementation of initiatives related to public information and addressing environmental problems without due regard to economic development aspects as a basis for ensuring sustainability of the results in the future. <p>Indicators:</p> <ul style="list-style-type: none"> • Number of initiatives supported and implemented in the framework of the Contest of green-initiatives. • Volume of attracted co-financing for supporting the initiatives. 	<p>Activity 3.1.1 Preparation of the Contest of green-Initiatives</p> <p>Activity 3.1.2 Conducting the Contest of "green"-Initiatives</p> <p>Activity 3.2 Implementation of "green"-initiatives</p>		UNDP	UNDP	EU	Local consultant 71300	5,000
<ul style="list-style-type: none"> • 500,000 • 24,000 • Grants 72600 • Miscellaneous 74500 							
OBJECTIVE 4: Effective project management							
Project implementation	Salaries for staff, rent of office space, office		UNDP	UNDP	EU	Contractual services — companies 72100	299,734 10,990

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	equipment, project visibility, other expenses).									Service contracts 71400 Travels 71600 Procurement of equipment and furniture 72200 Other goods and materials 72300 Local consultant 71300 Miscellaneous 74500	103,983 23,250 31,040 4,700 4,100 6,630
UNDP General Management Services (7%)									UNDP		115,041
Total											1,763,484

INDICATIVE ANNUAL WORK PLAN, YEAR 2

Intended Outputs	Activities	Activities per quarters				Responsible party	Planned financial resources, Euro	
		q1	q2	q3	q4		Donor	Amount
Objective 1: Expanding public knowledge of the principles and ideas of green economy.								
Baseline: • Insufficient knowledge and awareness of the benefits of green production and consumption among the public, NGOs, and business community Indicators: • Number of materials published and	Activity 1.1.3 PR actions					UNDP	EU	Contractual services — companies 72100 9,810
	Activity 1.1.4 Social networks					UNDP	EU	Miscellaneous 74500 2,400
	Activity 1.1.7 Development of a network of Eco-info					UNDP		Procurement of equipment and 80,000
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<p>broadcasted in the mass media</p> <ul style="list-style-type: none"> • Number of unique visitors to the project website and project pages in social networks • Number of "green map" users • Number of tourists and visitors attending demonstration projects and Eco-info centres • Number of participants of eco-forums and number of participants of topical roundtables 	centres							furniture 72200		4,033 32,000 1,025	
	<p>Activity 1.2. Eco-forums and topical roundtables.</p>	UNDP	EU					Audio Visual&Print Prod Costs 74200 Contractual services — companies 72100 Travels 71600			
	<p>Activity 1.3. Information package</p>	UNDP	EU					Contractual services — companies 72100		22,500	
<p>Objective 2: Developing green economy in the regions through implementation of pilot initiatives.</p>											1,255,333
<p>Baseline:</p> <ul style="list-style-type: none"> - The potential for greening the economy of the Republic of Belarus is underexploited. Economic empowerment of territories based on green growth principles is required in the areas of waste management, water management, biodiversity conservation, ecotourism, and creation of eco-info centres. <p>Indicators:</p> <ul style="list-style-type: none"> - Number of pilot initiatives implemented as part of the project on the basis of green economy principles - Volume of attracted local financing for supporting the pilot initiatives - Number of jobs created in the framework of the initiatives. 	<p>Activity 2.1 Preparatory stage</p>	UNDP	EU					International experts 71200 Local consultant 71300		12,000 5,000	
	<p>Activity 2.2.1 Organization of office paper production from recovered materials</p>	UNDP	EU					Procurement of equipment and furniture 72200		600,000	
	<p>Activity 2.2.2 Sustainable use and commercialization of biological resources</p>	UNDP	EU					Contractual services — companies 72100 Procurement of equipment and furniture 72200		1,000 73,333	
	<p>Activity 2.2.3 Creating a complex for the processing of wood waste into biofuel in the City of Brest</p>	UNDP	EU					Procurement of equipment and furniture 72200		430,667	

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	Activity 2.2.4 Production of highly-efficient organic fertilizers through advanced sapropeles processing			UNDP	EU	Procurement of equipment and furniture 72200	133,333
<p>Objective 3: Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.</p>							
<p>Baseline:</p> <ul style="list-style-type: none"> • There are no effective partnerships and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible projects based on green growth ideas. • NGOs tend to be passive in the implementation of projects aimed at generating added value. NGOs primarily focus on implementation of initiatives related to public information and addressing environmental problems without due regard to economic development aspects as a basis for ensuring sustainability of the results in the future. <p>Indicators:</p> <ul style="list-style-type: none"> • Number of initiatives supported and implemented in the framework of the Contest of green-Initiatives. • Volume of attracted co-financing for supporting the initiatives. 	Activity 3.2 Implementation of "green"-initiatives			UNDP	EU	Grants 72600	594,446
<p>OBJECTIVE 4: Effective project management</p>							
Project implementation	Salaries for staff, rent of office space, office			UNDP	EU	Contractual services — companies 72100	10,990
							289,210

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	equipment, project visibility, other expenses).										Service contracts 71400 Travels 71600 Procurement of equipment and furniture 72200 Other goods and materials 72300 Contractual services — companies 72100 Local consultant 71300 Miscellaneous 74500	96,922 14,925 1,320 4,700 6,450 4,040
UNDP General Management Services (7%)								UNDP		EU		149,863
Total												2,290,757

INDICATIVE ANNUAL WORK PLAN, YEAR 3

Intended Outputs	Activities	Activities per quarters				Responsible party	Planned financial resources, Euro		
		q1	q2	q3	q4		Donor	Budget account description	Amount
Objective 1: Expanding public knowledge of the principles and ideas of green economy.									
Baseline: • Insufficient knowledge and awareness of the benefits of green	Activity 1.1.2 Media tours for journalists					UNDP	EU	Travels 71600	1,000
								Contractual services 72100	1,000
								МИНИСТЕРСТВО ЭКОНОМИКИ Республики Беларусь	
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<p>production and consumption among the public, NGOs, and business community</p> <p>Indicators:</p> <ul style="list-style-type: none"> • Number of materials published and broadcasted in the mass media • Number of unique visitors to the project website and project pages in social networks • Number of "green map" users • Number of tourists and visitors attending demonstration projects and Eco-info centres • Number of participants of eco-forums and number of participants of topical roundtables 	<p>Activity 1.1.3 PR actions</p> <p>Activity 1.1.4 Social networks</p> <p>Activity 1.1.7 Development of a network of Eco-info centres</p> <p>Activity 1.2. Eco-forums and topical roundtables.</p> <p>Activity 1.3. Information package</p>			<p>UNDP</p> <p>UNDP</p> <p>UNDP</p> <p>UNDP</p> <p>UNDP</p>	<p>EU</p> <p>EU</p> <p>EU</p> <p>EU</p> <p>EU</p>	<p>Contractual services — companies 72100</p> <p>Miscellaneous 74500</p> <p>Procurement of equipment and furniture 72200</p> <p>Audio Visual&Print Prod Costs 74200 Contractual services — companies 72100 Travels 71600</p> <p>Contractual services — companies 72100</p>	<p>9,810</p> <p>2,400</p> <p>80,000</p> <p>4,033 32,000 1,025</p> <p>22,500</p>
<p>Objective 2: Developing green economy in the regions through implementation of pilot initiatives.</p>							
<p>Baseline:</p> <ul style="list-style-type: none"> - The potential for greening the economy of the Republic of Belarus is underexploited. Economic empowerment of territories based on green growth principles is required in the areas of waste management, water management, biodiversity conservation, ecotourism, and creation of eco-info centres. <p>Indicators:</p> <ul style="list-style-type: none"> - Number of pilot initiatives implemented as part of the project on the basis of green economy principles 	<p>Activity 2.2.1 Organization of office paper production from recovered materials</p> <p>Activity 2.2.2 Sustainable use and commercialization of biological resources</p> <p>Activity 2.2.3 Creating a complex for the processing of wood waste into biofuel in the City of Brest</p>			<p>UNDP</p> <p>UNDP</p> <p>UNDP</p>	<p>EU</p> <p>EU</p> <p>EU</p>	<p>Procurement of equipment and furniture 72200</p> <p>Contractual services — companies 72100 Procurement of equipment and furniture 72200</p> <p>Procurement of equipment and furniture 72200</p>	<p>0</p> <p>1,000 0</p> <p>0</p>

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<p>- Volume of attracted local financing for supporting the pilot initiatives</p> <p>- Number of jobs created in the framework of the initiatives.</p>	<p>Activity 2.2.4 Activity 2.2.4 Production of highly-efficient organic fertilizers through advanced sapropeles processing</p>				UNDP	EU	Procurement of equipment and furniture 72200	0
<p>Objective 3: Creating effective partnership and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible initiatives based on green growth ideas in such areas as waste management, ecotourism, conservation of biodiversity (aimed at bird or fish conservation, activities at wetlands etc.), renewable energy promotion, etc.</p>								
<p><u>Baseline:</u></p> <ul style="list-style-type: none"> • There are no effective partnerships and joint action mechanisms for NGOs, local administrations and businesses to implement economically feasible projects based on green growth ideas. • NGOs tend to be passive in the implementation of projects aimed at generating added value. NGOs primarily focus on implementation of initiatives related to public information and addressing environmental problems without due regard to economic development aspects as a basis for ensuring sustainability of the results in the future. <p><u>Indicators:</u></p> <ul style="list-style-type: none"> • Number of initiatives supported and implemented in the framework of the Contest of green-Initiatives. • Volume of attracted co-financing for supporting the initiatives. 	<p>Activity 3.2 Implementation of "green"-initiatives</p>				UNDP	EU	Grants 72600	594,446
<p>OBJECTIVE 4: Effective project management</p>								
								201,545

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Project implementation	Salaries for staff, rent of office space, office equipment, project visibility, other expenses).							Contractual services — companies 72100 Service contracts 71400 Travels 71600 Procurement of equipment and furniture 72200 Other goods and materials 72300 Local consultant 71300 Miscellaneous 74500	10,990 96,921 14,925 1,320 4,700 6,450 4,040
UNDP General Management Services (7%)									62,199
Total									950,759

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Part V: Management Arrangements

The project will be implemented in accordance with the UNDP rules and procedures.

The Ministry of Environment of the Republic of Belarus will act as the Executing Entity for the project. Coordination of the project activities will be the responsibility of the National Project Coordinator who will be appointed by the senior management of the Ministry.

Acting as the Executing Entity, the Ministry of Environment of the Republic of Belarus will be responsible for general management of the project progress, effective utilization of the project resources and achievement of the intended project results. UNDP is the Implementing Entity in this Project. UNDP guarantees that the resources entrusted to it by the donor for implementation of this Project are disbursed in accordance with the conditions of EU Contribution Agreement, as well as that the Project activities work towards the delivery of the intended project outcomes and contribute to achievement of the targets set forth in the UNDP Country Programme for Belarus for 2011 – 2015 and EU Annual Action Programme 2012 for Belarus.

To achieve the aforementioned project outputs, UNDP will ensure necessary support and conditions for the implementation of the project by the Executing Entity. In order to achieve these outputs, UNDP may propose alternative or complementary project activities to those identified in this Project Document subject to the approval of the Executing Entity.

Where necessary and justified, the Ministry of Environment may use support services of the UNDP Office in Belarus to meet the responsibilities mentioned above (see Annex I). UNDP will provide support in administrative and financial matters, the recruitment of consultants, and the organization of study visits and international travel, as well as the cooperation with partners in other European countries.

A Project Steering Committee (PSC) will be set up. The PSC will monitor and analyse the progress of the Project and give recommendations for the most effective implementation strategy to ensure delivery of the Project results and coordination of relevant activities. It will also approve annual work plans and, as and when necessary, key project documents (see Annex II, PSC Duties). PSC meetings will be held on a demand-driven basis, but at least twice per year.

A representative of the Ministry of Environment/NPC will act as the PSC Chairperson. In addition to representatives of UNDP and the National Executing Entity, the PSC will include representatives of the EU Delegation and other stakeholders.

For effective and timely project implementation a Project Team and a Project Manager (PM) will be hired in accordance with UNDP rules and procedures (the organizational structure of the Project team and its interaction with the PSC, as well as representatives of the UNDP, EU and the Ministry of Environment, and the principal partner NGOs implementing the initiatives is given in Diagram 1. Organizational Structure of the Project). At the same time, in order to mitigate project management risks, the contracting of the Project Manager and the project team specialists will be conducted in consultation between UNDP, EU, and the Ministry of Environment.

The PM will report to the UNDP representative and the National Project Coordinator, and bear the responsibility for the day-to-day management of the project, and the Project Team in accordance with UNDP rules and procedures, the national legislation of the Republic of Belarus, and his/her Terms of References (please see Annex III).

The PM will develop detailed annual work plans in cooperation with the representatives of the donors, implementing partners, and engaged governmental entities in accordance with UNDP procedures and standards. The detailed annual work plans will be approved by the Project Steering Committee and signed by the UNDP representative and the National Coordinator.

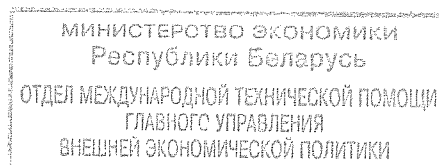
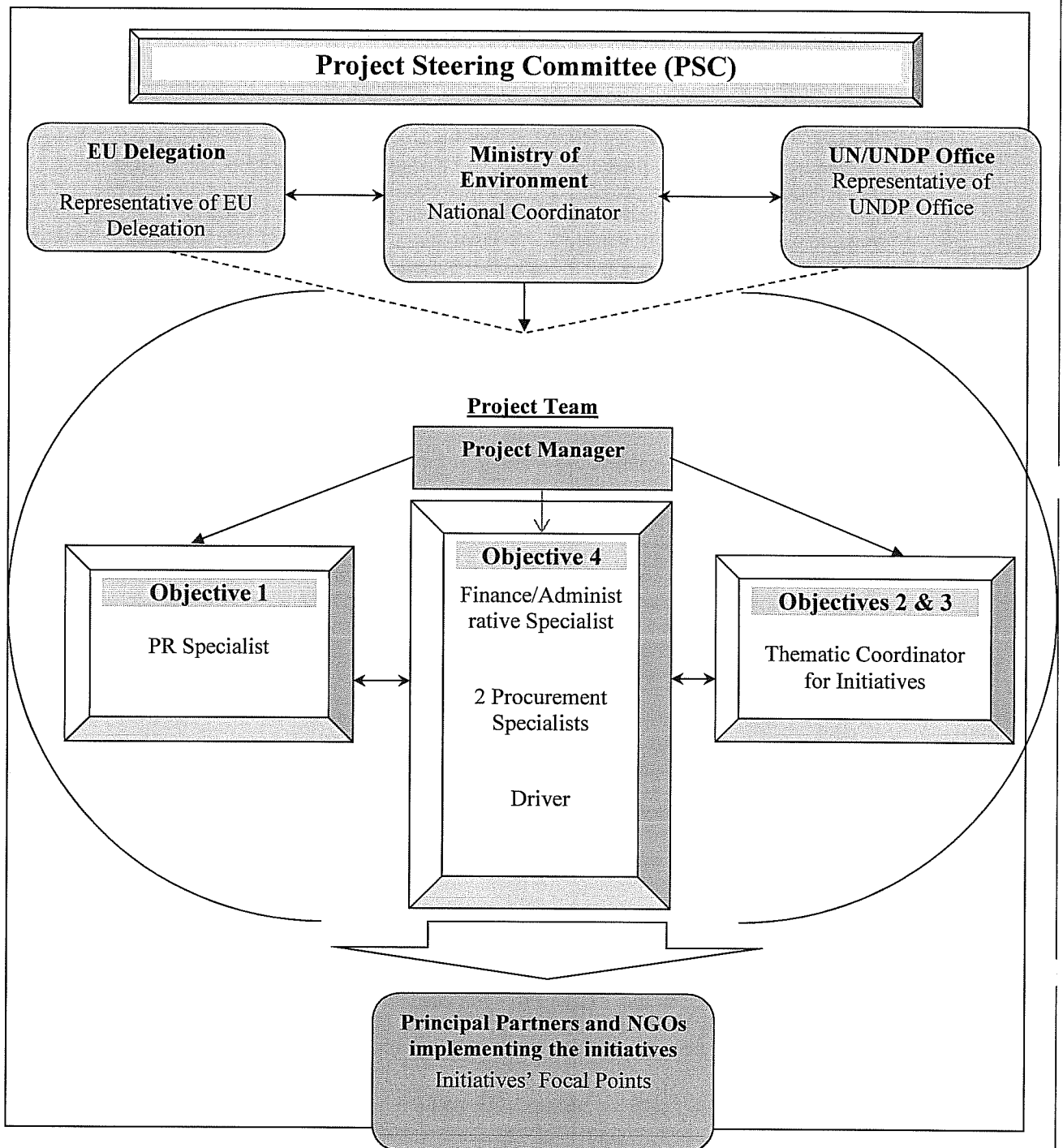


Diagram 1. Organizational Structure of the Project



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PART VI: MONITORING & EVALUATION

Project monitoring will be conducted in accordance with the established UNDP procedures. UNDP will assess progress, identifying operational difficulties, alerting relevant staff to problem areas, and recommending remedial action.

Monitoring of the project will be an on-going activity ensuring the transformation of inputs through activities into the planned outputs according to the annual work plan. Specifically, the monitoring process will include the following:

- collecting baseline data for major indicators and measuring performance against the baseline information;
- standardized exchange of information between all parties involved in the implementation of the project to ensure that activities are implemented in an appropriate and coordinated manner;
- recording of minutes of envisaged meetings organized by the various actors involved in project implementation will assist in the monitoring of processes and procedures.

Throughout the year

- Progress towards the delivery of key results is registered in the process of evaluation performed on a quarterly basis; the evaluation is performed in accordance with Annex V.
- A special log shall be activated in ATLAS and updated by the Project Manager to facilitate monitoring and resolution of potential problems or amendment requests.
- Based on the preliminary risks analysis (see Annex IV), a risks log shall be activated in ATLAS and regularly updated through analysis of external factors.
- Based on the above information registered in the ATLAS, project implementation reports shall be submitted by the Project Manager to the PSC for review using a standard procedure and format.
- A lessons learned log shall be activated and regularly updated to allow for continuous learning and adaptation of the organization, as well as to facilitate drafting of a lessons learned report upon completion of the Project.
- A monitoring plan shall be activated in ATLAS and regularly updated to monitor key managerial decisions.

Annually

- Annual Report. The Report shall be prepared by the Project Manager and submitted to the PSC for review. A minimum requirement for the Annual Report is that it must follow the standard format given in the ATLAS, which provides for including updated information for the entire year, as well as analysis of results and their benchmarking against the projected targets.
- Annual Evaluation. Based on the Annual Report, an annual project evaluation is performed in Quarter IV of each year or shortly thereafter for the purpose of assessing the Project performance and the annual work plan for the following year. In the final year, this process will be the final evaluation of the Project. The evaluation is coordinated by the PSC and may include other stakeholders on a demand-driven basis. The evaluation focuses on analysis of progress towards the delivery of project targets.

The project shall be subject to the internal and external auditing procedures laid down in the Financial Regulations, Rules and directives of UNDP.

On the part of the Government of the Republic of Belarus, monitoring and evaluation of the Project will be conducted in accordance with the established procedure. The Project Manager will prepare project implementation reports as per the above-mentioned format and procedure and have them endorsed by the NPC. These reports, signed by the Project Manager and the NPC, will be provided in due time as required by the national legislation.

PART VII: LEGAL CONTEXT

This project document shall be the instrument referred to as such in Article 1 of the Standard Basic Assistance Agreement between the Government of Belarus and UNDP, signed on 24 September 1992.

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

The executing entity shall:

- 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 implemented;
- assume all risks and liabilities related to the executing entity's security, and the full implementation of the security plan.
- UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of this agreement.

The executing entity 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.

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Part VIII: Annexes

ANNEX 1. PROVISION OF UNDP COUNTRY OFFICE SUPPORT SERVICES IN IMPLEMENTATION OF THE PROJECT

The UNDP country office may provide at the request of the Executing Entity the following support services for the implementation of activities of the project:

- Payments, disbursements and other financial transactions
- Recruitment of project personnel and consultants
- Procurement of goods and services
- Organization of training activities, conferences and workshops

The support services provided by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Direct project costs incurred with regards to UNDP support services are to be recovered to UNDP.

Pursuant to the relevant provisions of the Standard Basic Assistance Agreement (SBAA) between the Government of Belarus and UNDP, signed on 24 September 1992, and provisions of the project document, the provisions on liability and privileges and immunities shall apply. The Government shall retain overall responsibility for the nationally managed project through its Executing Entity. The responsibility of the UNDP country office for the provision of the support to the Executing Entity shall be limited to the services detailed in the table below. Any claim or dispute arising under or in connection with the provision of support by the UNDP country office shall be handled pursuant to the relevant provisions of the SBAA.

In accordance with the provisions of the project document "Supporting the Transition to a Green Economy in the Republic of Belarus", the UNDP country office shall provide support at the request of the Executing Entity as described in the table below. Cost-recovery by UNDP country office for direct project costs shall be funded from the project budget using the following method:

- Inclusion of the cost (or a part thereof) of country office staff involved in provision of support services into the project budget.

Support Services	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)
Processing of payments disbursements and other financial transactions	Based on request for payment	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
Procurement of goods and services	Based on request and project annual work plan	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
Project personnel and consultants selection and recruitment process	Based on request and project annual work plan	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
Travel arrangements	Based on request and project annual work plan	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
General administration (pouch service, visa support, customs clearance, etc.)	Based on request	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
IT services	Based on request	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage

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Communications service	Based on request and communication plan	cost of dedicated staff in accordance with agreed percentage	periodic billing based on actual staff cost and agreed percentage
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If the requirements for support services by the country office change during the life of a project, the annex may be revised with the mutual agreement of the UNDP Resident Representative and the Executing Entity.

International Public Sector Accounting Standards are financial reporting standards used in UNDP.

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Annex II: TERMS OF REFERENCE FOR THE PROJECT STEERING COMMITTEE

The Project Steering Committee (PSC) will be created to monitor the project implementation and advise on strategic project issues. It shall consist of representatives from the following organizations:

- 1 representative from the Executing Entity – Ministry of Environment of the Republic of Belarus;
- 1 representative from UNDP country office;
- 1 representative from EU Delegation to Belarus;
- 1 representative from the Ministry of Housing and Utilities;
- 1 representative from the Ministry of Sports;
- 1 representative from the Ministry of Forestry;
- 1 representative from the Ministry of Economy;
- 1 representative from the Ministry of Energy
- 1 representative from the Energy Efficiency Department of the State Standardization Committee of the Republic of Belarus
- 1 representative from Minsk, Gomel, Grodno and Brest regional executive committees (4 persons).
- Representatives from the partner organizations implementing Objective 2 (observer status);

Each organization above shall appoint its representative to the PSC. The Project National Coordinator from the Ministry of Environment performs the functions of the Chairperson. The PSC members shall be convened by UNDP for an initial meeting after the project is approved.

1. FUNCTIONS

The main functions of the PSC include:

- Analysis and development of recommendations on the project implementation strategy and long-term planning.
- Support to project implementation.
- Consideration and approval of project progress and final reports.
- Consideration and approval of Pilot initiatives implementation plans.
- Consideration and approval of annual work plans and key Project documentation
- Approval of the results of the green Initiatives Contest
- Decision making regarding the recipients of equipment purchased within the project.
- Evaluation of the achieved project results.

2. PROCEDURES

- The PSC shall be convened as deemed necessary, but no less than twice a year.
- The first meeting of the PSC members shall be organized immediately after project registration.
- The Project Manager shall act as the PSC executive secretary. He/she shall also be responsible for the preparation of the materials required for the PSC meetings. The executive secretary does not vote on the PSC decisions but has an advisory function.
- The time and venue of the meeting shall be coordinated by the executive secretary with the PSC members. Each PSC member must be informed on the venue, time and agenda in advance.
- The PSC meetings shall be legally competent if quorum is in place with at least half of the PSC members present.
- In exceptional cases, the PSC members may be polled by telephone or email.
- All organizations involved in the project are entitled to submit proposals to the PSC.
- The PSC meeting minutes shall be signed by the Chairperson.

- The PSC decisions shall be taken on the basis of the consent of the 2/3 of the quorum, consent of the Ministry of Environment, EU and UNDP is crucial for PSC decision making.
- Representatives of appropriate state entities, business associations and NGOs can be invited to attend the PSC meetings as deemed necessary.

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Annex III: PROJECT TEAM

In order to ensure effective implementation of the Project and proper evaluation of the delivered results, UNDP will hire a full-time Project team. The selection and recruitment of the Project team will be conducted in accordance with the current UNDP rules and procedures. For the purpose of reducing implementation risks, the Project Manager and other team members will be hired subject to consultations between UNDP, EU and the Ministry of Environment. Implementation of the Project activities will be supported by the following full-time staff members:

- **Project Manager** is responsible for day-to-day management of the project resources in accordance with the UNDP rules and procedures, the legislation of the Republic of Belarus and his/her job description. The Project Manager works under the guidance of UNDP and in close collaboration with the National Executing Entity (the Ministry of Environment) and is responsible for planning and management of the Project Activities and overall supervision of the Project implementation in accordance with annual work plans.
- **Thematic Coordinator for Initiatives** is responsible for preparation and conduct of Contests of green Initiatives and monitoring of their implementation. He/she coordinates the work of the leaders of pilot and green initiatives in the implementation of initiatives and relevant reporting. He/she organizes and coordinates training activities dealing with preparation and implementation of local initiatives and relevant reporting. He/she analyses the resulting experience and develops relevant information and methodological materials.
- **PR Specialist** is responsible for designing and implementing an information campaign in accordance with Objective 1, informing the general public and, first of all, the NGO community, of the conditions for conducting the Contest of green-Initiatives, as well as ensuring coverage of the Project activities in the mass media. He/she is also responsible for design and content of the Project web-page.
- **Finance/Administrative Specialist** is responsible for resolving day-to-day project administration issues, project accounting and reporting in accordance with the UNDP requirements.
- **Procurement Specialists** (2 persons) are responsible for procuring goods (works and services) as part of implementation of Objectives 1, 2 & 4 in line with the UNDP requirements. In addition, the Procurement Specialist will be a member of the tender committees set up by the implementers of initiatives to ensure compliance of the procurement processes under Objective 3 with UNDP rules and procedures.

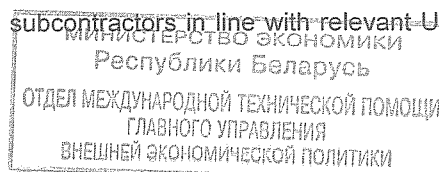
TERMS OF REFERENCE FOR PROJECT MANAGER

Objective of Assignment: to assist the Ministry of Environment of the Republic of Belarus as the Executing Entity and the UN/UNDP Country Office in Belarus in implementation of the Project

Duration of Assignment: 1 year with a possibility of extension

Duties:

- Supervise and coordinate the project and its results in accordance with the Project Document and the rules and procedures established in the UNDP Programming Manual;
- Supervise and coordinate the work of the Project team;
- Assume primary responsibility for the day-to-day project management, including both organizational and substantive matters, budgeting, planning and general monitoring of the project;
- Arrange and prepare materials for meetings of the Project Steering Committee;
- Prepare detailed annual work plans, to be approved by the PSC, and ensure adherence thereto;
- Prepare terms of reference for national consultants and subcontractors in line with relevant UNDP rules and procedures;



- Prepare annual project reports (APR) in line with UNDP and EU rules, as well as any other reports requested by the Ministry of Environment or UNDP;
- Monitor the expenditures, commitments and balance of funds under the project budget lines;
- Assume overall responsibility for meeting the targets set out in the agreed annual work plans, reporting on project funds and related record keeping;
- Coordinate the work of national and international consultants and subcontractors and oversee its compliance with the agreed work plans;
- Organize workshops and trainings needed during the project;
- Liaise with relevant ministries, national institutes and other relevant institutions in order to involve their staff in project activities as necessary;
- Coordinate project activities with other related technical assistance programmes in the Republic of Belarus;
- Maintain regular contacts with UNDP Country Office and the National Project Coordinator on project implementation issues pertaining to their respective competence;
- Monitor project risks and performance indicators; keep logs of risks, issues, lessons learned, quality management, and project implementation monitoring (in accordance with UNDP procedures);
- Undertake any other actions related to the project as requested by UNDP or the National Project Coordinator

Expected results:

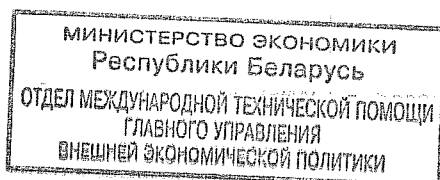
- Successful performance of project activities and delivery of all project outputs, as indicated in the Project Document and the Project Work Plan

Required qualifications:

- University degree in economic, environmental, public administration, law or management fields. An advanced degree in these or similar fields will be considered an advantage;
- Working knowledge of the UNDP rules and regulations is an asset;
- At least 3 years of experience in management of international technical assistance projects (preferably, with UNDP);
- Experience of work in the sustainable development and environmental fields is highly desirable;
- Experience of cooperation and interaction with government bodies, local authorities and NGO;
- Excellent communication, administrative and managerial skills;
- Knowledge of basic software packages;
- Good command of Russian (spoken and written);
- Good command of English.

Contracting conditions:

- Full-time employment;
- Project Manager will report to UNDP and the Executing Entity;
- Citizenship or residence of the Republic of Belarus and permanent residence in the territory of Belarus.



Annex IV: RISKS ANALYSIS

OFFLINE RISK LOG

Project Title: Support for the Transition to a Green Economy in the Republic of Belarus	Award ID:	Date:
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#	Description	Type	Impact & Probability	Countermeasures
1	Delay in the preparation and approval of the Project Document	Operational	Delay in getting the Project Document signed. Shifting of the start of implementation of the project.	Intensive consultation on finalizing the Project Document
2	The estimated budgets for implementation of activities under Objective 2 are insufficient for covering the costs of the activities	Financial	Restrictions of project activities	The risk is mitigated by working with the principal partners in the Project to update the Pilot Initiative Implementation Plans
3	Small number of environmental NGOs. Large number of contests and programmes for financing initiatives proposed by NGOs in the Project period	Organizational	Restrictions of project activities	The risk is mitigated by targeted engagement with environmental NGOs. Non-target groups will be excluded from the information distribution process at the stage of conducting the Contest of initiatives.

Annex V: MONITORING AND EVALUATION PLAN

Activity	Description	Time frame	Notes
Annual detailed work plan	To be prepared for the entire project period	no later than one month after launch	To be prepared by the project manager in English and Russian
Semi-annual progress report for the Ministry of Economy of Belarus	To be prepared every six months throughout the project period in the established format	Subject to the agreed time frame	To be prepared by the project manager in English and Russian
Issues, risks, lessons learned and	To be prepared semi-annually, based in standard UNDP format	Within two weeks from the end of the reporting period	Prepared by the project manager in English and

monitoring log		log are prepared at the beginning and at the end of the project	Russian
Annual Report	The Annual Report is prepared in standard UNDP format, follows the structure of the Results and Resources Matrix (Part 3), and incorporates data from the issues, risks, lessons learned and monitoring logs updated semi-annually.	To be completed within ten days of the end of the reporting period.	To be prepared by the project manager in English and Russian
Terminal Project Report	Follows standard UNDP format, covers the entire project period, contains up-to date information in each section, and presents the main results and progress achieved towards the project objectives.	To be prepared in the last quarter of the project period. To be submitted no later than one month before project closure Finalised version of the terminal report to be submitted no later than ten days after project closure	To be prepared by the project manager in English and Russian
Annual project evaluation	Annual project evaluation is based on the annual report and presents a third-party assessment of the project results Terminal project evaluation covers the entire project period and is based on the terminal report. Evaluates progress towards the project's stated outcomes and relevance of these outcomes to the established project goals The annual evaluation also covers the annual detailed work plan for the next year	Conducted within one month of submission of the annual or terminal report	Conducted by the Project Manager
Donor report	Prepared in line with the formats and schedule for reports, indicated in the Agreement.		Prepared by the Project Manager in cooperation with UNDP program finance specialists (in English)

Annex VI. Tentative list of equipment (works and services) to be procured under pilot initiatives and other Project activities

Activity 1.1.7 Development of a network of Eco-info centres.

Provision of infrastructure for the State Environmental Agency "Pribuzhskoye Polesie Republican Reserve":

Description	Quantity
Boat trailer	1
Sports equipment: - Boats (kayaks, canoes); - Bicycles; - Tents	8 18 6
Replacement of the outer perimeter fence of the Environmental Education Centre with elements of environmental advertising	1
Routine repair of buildings with the floor areas of 182 sq.m. and 375.1 sq.m. with arrangement of room & board premises (heating, water supply and sanitation facilities with water treatment system, installation of indoor plumbing, furniture in the rooms, etc.)	1
Establishment of a demo site in the territory with a complex of various ecosystem types (pond, swamp, water meadow, dry meadow, agrocenosis, forest ecosystem, shrubs, etc.) with installation of information boards	1
Fitting out of the Environmental Education Centre (computer, phone / fax, printer, multi-function device, uninterruptible power supply, LED panel).	1
Development and installation of information materials (information boards, audio / video display units, etc.)	1
Arrangement of a Forest River environmental trail with wooden decks, picnic areas, etc.	1
Installation of a wildlife watching tower in the Kopytskoe Swamp peat land area	1
Arrangement of a site to accommodate a campground with small architectural forms (arbours, benches, canopies, tables)	1

Provision of infrastructure for the State Environmental Agency "Svityazyansky Republican Landscape Reserve":

Description	Quantity
Design and exploratory works	1
Improvement of the Eco-info Centre	1
Connection to piped water and sewerage	1
Installation of outdoor lighting systems	1
Fencing	1
Water catamarans	3

Activity 2.2.1 Pilot initiative: Organization of office paper production from recovered materials

Description	Quantity	Comments
Processing line, to include: - preparation machinery; - flotation machine; - pool;	1	A processing line with the capacity of producing 10 thousand tons of office paper per year out of recovered materials

Activity 2.2.2 Pilot initiative: Sustainable use and commercialization of biological resources

Description	Quantity	Comments
Development of design specifications and estimates and construction of the nursery	1	Requirements for the design specifications and estimates and the scope of construction works are determined at the stage of preparing a bio-economic feasibility study depending on the initiative budget
Equipment for the hatchery: - Stationary small-size incubator; - Stationary incubator, contact-type; - Portable incubator; - Portable battery; - Egg tester; - Voltage regulators; - Battery; - Battery charger	8 2 2 2 2 12 12 1	
Equipment for the brooding house: - Electrical heating system; - Electric feeding belt; - Brooding boxes; - Feeders and drinking bowls	8 2 8 (TBD at the stage of preparing a bio-economic feasibility study)	
Equipment for feed storage refrigerator, feed storage reservoirs	1 (TBD at the stage of preparing a bio-economic feasibility study)	
Stand-alone power supply system	1	Requirements for the scope of procurement are determined at the stage of preparing a bio-economic feasibility study depending on the initiative budget
Furniture for the staff (desks, chairs, shelves, cabinets)	1	
Eco-classroom furniture (desks, chairs, posters)	1	
Office equipment (computer, notebook, printer, video cameras (3 pcs.), projector, screen)	1	
Special tools (buckets, bowls, cleaning tools)	1	
Materials for temporary holding pens and breeding pens	1	

Activity 2.2.3 Pilot initiative: Creating a complex for the processing of wood waste into biofuel in the City of Brest

Description	Quantity	Comments
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Description	Quantity	Comments
Crushing plant for organic waste	1	Stem wood processing: up to 110 m ³ /h
Mobile chipper	1	Small wood and stem wood processing: up to 80 m ³ /h;
Manipulator for feeding material into the crushing plant and the chipper	1	Possibility of integrated use with the splitting device
Splitting device for comminuting tree trunks and roots	1	Possibility of comminuting tree trunks and roots with a diameter of over 1 m
Sorting station for sorting wood chips by fractions	1	Possibility of separating wood chips into at least two fractions

2.2.4 Pilot initiative: Production of highly-efficient organic fertilizers through advanced sapropeles processing

Description	Quantity	Comments
Dredging pump	1	
Shredding and mixing machines	1	
Preservatives production system	1	
Preservative proportioning system	1	
Equipment control unit	1	

