



26 July 2004

Dear Mr. Foerde,

Subject: Botswana: Building Local Capacity for Conservation and Sustainable Use of Biodiversity in the Okavango Delta - PIMS No. 2028

The above-mentioned PDF B project has received the appropriate clearances in accordance with the GEF established procedures (GEF CEO approval attached). I am pleased to delegate to you the authority to sign the above-mentioned project document on behalf of UNDP and commence the implementation of the project when signed by the government of Botswana.

Please ensure that a fully signed electronically scanned copy of the cover page of the project document, as well as any budget revisions including mandatory revisions, are forwarded by email to Mr. Nik Sekhran, Regional Coordinator for Biodiversity and International Waters, and Mr. Ove Bjerregaard, Chief, Programme Operations Support and Information Unit (POSI). When the project document is signed, please ensure that the project budget is entered into the UNDP Atlas/ERP corporate database. Kindly note that all substantive budget revisions need to be submitted to the GEF Regional Coordinator for a 5-day review period and can be processed on a non objection basis at the end of the review period. Also note that, unlike UNDP project budgets, funds approved for GEF projects are capped and no additional amount will be approved by the GEF Council. We are not, therefore, in a position to accept any over-expenditure on this project.

As an Implementing Agency of the GEF, UNDP earns a fee from the GEF for each project. However, the fee related to PDF activities is only earned at the approval of the main project (Full Project or Medium Size Project). The fee is aimed at reimbursing the costs incurred by UNDP, both in headquarters, and in the Country Office, in support to project development and supervision and monitoring of project implementation. The activities for which UNDP is responsible during project implementation are listed on Attachment 2 of this letter. The UNDP/GEF Regional Coordinator will shortly be in contact with you to develop a detailed plan of action covering the first year of project implementation, to ensure that responsibility for these activities is shared between the Country Office and UNDP/GEF.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Frank Pinto', is written over the typed name.

Frank Pinto

Executive Coordinator

Mr. Bjoern Foerde
Resident Representative
UNDP/ Botswana

c.c. Mr. Abdoulie Janneh, Assistant Administrator and Regional Director, RBA
c.c. Mr. Nik Sekhran, UNDP/GEF Regional Coordinator
c.c. Ms. Rapelang Mojaphoko/ Mr. Hiro Okuda, Environment Focal Points-UNDP/Botswana



Attachment 1 CEO approval



Global Environment Facility

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May 13, 2004

Mr. Frank Pinto
GEF Executive Coordinator
United Nations Development Programme
One United Nations Plaza
304 East 45th St.
FF Bldg., 10th floor
New York, NY 10017

Dear Mr. Pinto:

I am pleased to inform you that the CEO has approved entry into the GEF Pipeline of the project *Botswana: Building Local Capacity for Conservation and Sustainable Use of Biodiversity in the Okavango Delta*, on May 10, 2004. Pipeline entry was discussed at the scheduled Project Review Meeting between the GEF Secretariat and the UNDP on May 5, 2004.

It is understood (i) that during preparation, the comments of GEF Secretariat, Implementing Agencies, and other organizations will be taken into account to address technical issues and to ensure coordination of activities, and (ii) that when the project is submitted for Work Program inclusion it will be well advanced in preparation and responsive to the general project review criteria as well as to specific comments in the Secretariat's Project Review Sheet.

I am also pleased to inform you that the request for PDF resources for \$275,255 has been approved by the CEO on May 10, 2004.

Please find attached a copy of the project tracking sheet for your records.

Sincerely,

A handwritten signature in black ink, appearing to read "Kenneth King".

Kenneth King
Deputy CEO/Chief Operating Officer

Botswana: Building Local Capacity for Conservation and Sustainable Use of Biodiversity in the Okavango Delta



Program Manager

Program Manager

Team leader

CEO

Recommendation

M. Ramos
Mario A. Ramos

G. Castro
Gonzalo Castro

L. Good
Leonard Good

Program Manager

\$0.275 \$0.551

Program Manager

Team leader

CEO

Recommendation

M. Ramos
Mario A. Ramos

G. Castro
Gonzalo Castro

L. Good
Leonard Good

Program Manager

Program Manager

Team leader

CEO

Recommendation

Mario A. Ramos

Gonzalo Castro

Leonard Good

Need to circulate to Council for

>second review prior to CEO endorsement (4 weeks review period) Yes

>CEO endorsement (second review waived) Yes

Program Manager

Recommendation Mario A. Ramos

Team leader

Clearance Gonzalo Castro

Program Manager

Program Manager

Recommendation Mario A. Ramos

Team leader

Clearance Gonzalo Castro

CEO

Approval Leonard Good

Implementing Agency

Implementing Agency

Approval

Cummulative GEF Contribution _____



Attachment 2

PROJECT IMPLEMENTATION ACTIVITIES

Unless otherwise stated, all implementation activities should comply with the UNDP Programming Manual and the UNDP/GEF Procedures

	Activity
Phase 1: Development	<ul style="list-style-type: none"> ▪ Review, appraise & provide guidance on concept eligibility
	<ul style="list-style-type: none"> ▪ Defend concept eligibility
	<ul style="list-style-type: none"> ▪ Project formulation support
	<ul style="list-style-type: none"> ▪ Co-financing negotiations support
	<ul style="list-style-type: none"> ▪ Project Brief preparation support
	<ul style="list-style-type: none"> ▪ Defend eligibility of Project Brief
	<ul style="list-style-type: none"> ▪ Attend steering committee meetings
	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Commence negotiations with HQs on Project Support Services (tasks and reimbursement)
Phase 2 : Preparation	<ul style="list-style-type: none"> ▪ Project document formulation support
	<ul style="list-style-type: none"> ▪ Project document appraisal
	<ul style="list-style-type: none"> ▪ Project formulation support
	<ul style="list-style-type: none"> ▪ GEF approval (inc. responding to Council comments)
	<ul style="list-style-type: none"> ▪ UNDP approval
	<ul style="list-style-type: none"> ▪ Government approval (inc. negotiating revisions and obtaining signatures to Project document)
	<ul style="list-style-type: none"> ▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement)
Phase 3 : Implementation	<ul style="list-style-type: none"> ◆ Management Oversight
	<ul style="list-style-type: none"> ▪ Project launching
	<ul style="list-style-type: none"> ▪ Steering committee meetings
	<ul style="list-style-type: none"> ▪ Monitoring the implementation of the workplan and timetable
	<ul style="list-style-type: none"> ▪ Field Visits : Ensuring visits to the project at its site at least once a year; preparing and circulating reports no later than two weeks after the end of the visit. (Support fee payable on issuance of the report)
	<ul style="list-style-type: none"> ▪ Trouble shooting
	<ul style="list-style-type: none"> ▪ Project document revision
	<ul style="list-style-type: none"> ▪ Reviewing, editing, responding to reports
	<ul style="list-style-type: none"> ▪ Technical backstopping



	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Operational completion activities : Determining when the project is operationally complete and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability
	<ul style="list-style-type: none"> ▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports)
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) no later than 30th April.
	<ul style="list-style-type: none"> ▪ Budget Revisions
	<ul style="list-style-type: none"> □ 1st. revision within two months of the signing of the project document to reflect the actual starting date and to enable the preparation of a realistic plan for the provision of inputs for the first full year.
	<ul style="list-style-type: none"> □ Annual revision approved by 10 June of each year to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year.
	<ul style="list-style-type: none"> ▪ Financial completion activities : Ensuring projects are financially completed not more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Phase IV : Evaluation	<ul style="list-style-type: none"> ▪ APRs : Ensuring its preparation & completion by the due date, two weeks before the TPR
	<ul style="list-style-type: none"> ▪ TPRs (Organizing the meeting, participating and ensuring that decisions are taken on important issues)
	<ul style="list-style-type: none"> ▪ PIRs (Ensuring its preparation & completion by the due date)
	<ul style="list-style-type: none"> ▪ Arranging independent evaluations (hiring personnel, mission planning)