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**INITIATION PLAN TEMPLATE  
FOR A GEF PROJECT PREPARATION GRANT (PPG)**

**Project Title:** Strengthening Comoros resilience against climate change and variability related disaster

**Country:** Comoros

**UNDP Country Plan Outcome (2015 – 2019):**  
Outcome 4: Most vulnerable populations ensure their resilience to climate change and crises.

**Expected Country Plan Outputs:** 4 and 8

**UNDP Strategic Plan Outcomes (2014-2017):**

Outcome 1: Growth and development are inclusive and sustainable, incorporating productive capacities that create employment and livelihoods for the poor and excluded.

Outcome 5: Countries are able to reduce likelihood of conflict and lower the risk of natural disasters, including from climate change.

**Expected Strategic Plan Outputs:**

1.4, 4.4, 4.5, 5.1, 5.2, 5.3 and 5.4.

Country Programme Period:	2015-2019	Total budget:	US\$ 200,000
ATLAS Project Award:	00094552	Allocated resources:	
ATLAS Project ID:	00098676	GEF-LDCF	US\$ 200,000
PIMS Project ID:	5445		
Start Date:	March 2016		
End Date:	February 2017		
Management Arrangement:	DIM		

Resident Representative

Signature

Date: day/month/year

Agostinho Zacarias

16/03/2016



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## A. Brief Description of Initiation Plan

Comoros is highly vulnerable to climate and non-climate related natural disasters (floods, cyclones, volcanic eruptions, earthquakes, and tsunamis) and epidemics including cholera, dengue and chikungunya. In the last two decades Comoros, 17 natural disasters were recorded with 148 deaths and more than 400,000 people affected. The biggest disaster was in 2005 when 245,000 people were affected by a volcanic eruption. In addition, torrential rains, storms and floods have affected more than 117,000 people in the last two decades. Climate projections show that the situation faced by the Comoros in recent years could worsen. The RCP 4.5 used in the IPCC AR5 forecasts for West Indian Oceans Islands (including Comoros) a temperatures rise between 1.2 and 1.8°C, variation of precipitation between 0 and 5% and a SLR between 0.5 and 0.6 m for 2100 compared to 1996-2005<sup>1</sup>. It is likely that unusually large deep ocean swells, generated from sources in the mid and high latitudes by extratropical cyclones (ETCs) cause considerable damage on the coasts of small islands thousands of kilometers away in the tropics (IPCC AR5). Impacts could include sea flooding and inundation of settlements, infrastructure, and tourism facilities as well as severe erosion of beaches. The IPCC AR5 also states that future tropical and extratropical cyclones would gain intensity and this could result in a range of impacts covering island morphology, natural and ecological systems, island economies, settlements, and human well-being. Heavy rainfall and floods would be more intense during the hot season, and on the opposite droughts would be more intense during dry season.

In this context, the Government of Comoros has requested financing from the Least Developed Countries Fund (LDCF) through UNDP for the preparation of a full-sized project on “Strengthening Comoros resilience against climate change and variability related disaster”. The proposal aims at strengthening the Comoros adaptation capacity to control and manage the current and long-term climate drivers of disasters risks and vulnerability in Comoros. To achieve this objective, the project will pursue the achievement of the following outcomes: i) Systemic and institutional capacity for coordinated management of current and projected climate drivers of disaster risks and vulnerability are strengthened at the local, regional and national levels; ii) knowledge and understanding of actual and medium to long-term climate-related disaster risks and vulnerability for Comoros are improved; iii) The resilience of vulnerable communities’ livelihoods and assets against disaster risks induced by climate change is sustainably enhanced.

Following GEF’s approval of the Project Initiation Form (PIF), dated February 2nd 2016, a Project Preparation Grant (PPG) will be awarded to develop a full-sized project document. With the guidance of UNDP, these resources will be used to hire a team of consultants who will collect baseline information and support the development of the project proposal. The project preparation will be conducted in close collaboration with the Direction Generale de la Securite Civile (DGSC), the Direction Generale de l’Environnement (DGE), the National Directorate of the Infrastructures, the General Directorate of Meteorology (DGM), the Direction Generale de l’Agriculture as well as other stakeholders, including representatives from Grande Comore, Anjouan et Mohéli , the Community and Villages Development Councils (CDCs), ministries and any other relevant agency that will have been identified through stakeholder consultations. The project preparatory phase will gather the needed information and data to complete the project document, support the approved indicative outcomes and outputs, describe the baseline, identify the lead implementing partners and implementation arrangements, develop detailed indicators and targets, and establish partnerships and commitments for co-financing. The detailed list of activities and expected outputs of the PPG are included in section B below.

The main output of the PPG phase will be a full-sized project document and request for CEO endorsement, including GEF and LDCF tracking tools and the UNDP Social and Environmental Screening Report and relevant recommendations.

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<sup>1</sup> IPCC AR5:

## **B- Project preparation activities**

### **Component A: Technical review**

During the design stage, and in the context of the scope of the project as per the approved Project Identification Form, the following activities will be conducted:

#### **I- Comprehensive baseline assessment for each of the selected provinces**

- 1) Develop a detailed baseline scenario for Disaster Risk Management in Comoros, including the different ongoing initiatives to address the gaps in DRM at the national, Island and local levels;
- 2) Review policies and regulatory frameworks at the national, Island and community levels that aim to increase the capacity of the Disaster Risk Management agencies, facilitate access to climate information and adapt responses accordingly;
- 3) Make an inventory of all the past, ongoing and planned activities aiming to address risks related to climate change;
- 4) Develop a capacity needs assessment for the Direction Générale de la Sécurité Civile (DGSC) in relation to the execution of disaster risk management projects;
- 5) Develop a capacity needs assessment for the Direction Générale de la Sécurité Civile (DGSC), the Direction Générale de l'Environnement (DGE), the National Directorate of the Infrastructures, the General Directorate of Meteorology (DGM), the Direction Générale de agriculture and other relevant stakeholders in relation to the collection, analysis, management, use and diffusion of weather data and hazard maps;
- 6) Assess capacities of staff of targeted municipalities, local authorities and community organization to respond to climate related disasters vulnerability and future changes. The gap assessment will identify what needs to be done to integrate climate resilience related performance measures into local development plans, including community development plans;
- 7) Elaborate on the baseline projects, as discussed in the PIF, and their relevance to the proposed outcomes;
- 8) Identify commune and village leaders' capacity needs to support and/or implement climate disaster risk management practices. This will involve assessing the capacity development needs of relevant commune and village leaders in understanding climate change and for the commune and village leaders to take active steps in addressing climate disaster risks including the identification and planning of the required investments. PPG resources will be used to conduct a capacity needs assessment identifying capacity opportunities and constraints of commune and village leaders to (i) access; (ii) manage; and (iii) monitor incremental funding from non-governmental sources (private/innovative sources) for DRM investments.
- 9) Capacity needs assessment identifying capacity strengths and gaps of community based organization groups in (i) understanding climate risks; (ii) identifying and planning required investments to make the communities and their assets and livelihood options more resilient to the main climate related disasters, (iii) accessing relevant finance to support resilient livelihood opportunities and finance DRM related investments

- 10) Make an inventory of the historical data collected by the existing meteorological institutions;
- 11) Conduct a baseline assessment of the climate information systems that exist in the targeted regions;
- 12) Conduct baseline assessments of the existing building codes and standards that improve the resilience of habitats in the rural and urban communities;
- 13) Make an inventory of the different income-generating activities vulnerable to climate related disasters risks at the local level and have a gender-based presentation.

## **II- Preliminary climate change vulnerability analyses in selected provinces**

- 14) Conduct a detailed analysis on the risks related to climate change for each of the selected sites identified in the PIF. This will include the analysis of landslides and floods;
- 15) Determine the economic and social losses that have been incurred on account of past disasters that were linked to climate change;
- 16) Assess the potential magnitude of socioeconomic costs that climate change might inflict in the future;
- 17) Identify past and on-going works on hazards and vulnerability maps as well as risk assessments;
- 18) Identify existing plans on disaster risk management at the national, Islands and local levels;
- 19) Conduct an analysis of disaster risk management and community response mechanisms in the selected provinces;
- 20) Conduct an analysis of the communities' awareness of the potential impacts of climate risks and present results per gender;
- 21) Conduct an analysis of the existing structures that allow vulnerable populations to take shelter in case of climate hazards in the targeted sites;
- 22) Make an inventory of the possible long-term solutions that have the potential to address climate risks, as identified in the situation analysis, including the development of policies, fostering access to climate information and improving agricultural techniques, among others.

## **III- Identification of communities**

- 23) Based on the provinces identified in the PIF, conduct a vulnerability analysis of communities to identify the most vulnerable populations (in particular women, children and people with disabilities) and provide a comprehensive justification of the selection of these particular communities;
- 24) Identify the means of accessing communication technologies in the selected communities, understand and document their needs and the possible options to reach them;



25) Study the extent to which the selected communities understand the effects of climate change and the occurrence of climate hazards, in particular. In addition have a gender-based presentation of the results.

#### **IV- Definition of indicators and targets**

Considering the project's log frame and council-approved objective and outcomes:

26) Define no more than 2-3 SMART indicators for the objectives and each outcome;

27) Collect baseline data for the defined indicators, choose the means of measurement and define targets as well as key risks and assumptions. A gender-based presentation of the baseline and targets has to be considered where appropriate. If risks vary gender-wise, then a detailed explanation has to be provided;

28) Conduct a stocktaking of all the risks that the activities of the project may have to face (environmental, social, operational, procurement, etc.), rate their probability of occurrence (high, medium or low) and propose mitigating activities;

29) List the possible negative impacts of the project on the environment, the populations, etc. and provide solutions to avoid these negative impacts.

#### **V- Stakeholder engagement plan with agreed roles and responsibilities**

30) Organize regular consultations with the executing partners – the Direction Générale de la Sécurité Civile (DGSC), the Direction Générale de l'Environnement (DGE), the National Directorate of the Infrastructures, the General Directorate of Meteorology (DGM), the Direction Générale de l'Agriculture and other relevant stakeholders – to establish their respective roles and responsibilities and follow-up on their achievements;

31) Conduct stakeholder consultations with the local communities to ensure their understanding of the project and enhance knowledge of their expectations considering the approved project ideas;

32) Assess the possible roles of the different members of the communities involved in the project development;

33) All the consultations will be documented and made available to UNDP in the form of annexes to the final Project Document.

34) Conduct Pre-PAC and L-PAC meetings to ensure the engagement of the participants;

#### **VI- Conduct feasibility studies**

35) Based on the vulnerability assessment, conduct initial feasibility studies for the pre-identified disaster risk management activities, including the dissemination, collection and analysis of climate information

36) Based on the inputs previously collected on the existing income-generating activities, develop feasibility studies on possible income-diversification opportunities for the identified vulnerable populations;

37) Conduct a cost-benefit analysis of the different project activities that will be implemented at the local, regional and national levels;

#### **VII- Establish partnerships**

38) Identify the lessons learned from previous similar projects;

39) Identify possible partnerships that could provide additional financing to expand project activities and broaden the areas of intervention;

40) Conduct discussions with potential partners to seek alignment of the various project activities so that duplication is avoided and synergies are maximized;

41) All the consultations will be documented and made available to UNDP in the form of annexes to the final Project Document

#### **VIII- Design project activities based on the agreed project results framework**

42) Determine the most suitable means for communicating climate information and early warnings to vulnerable populations;

43) Identify regular community meetings (i.e.: at the mosques) where information could be relayed;

44) Make an inventory of possible income-diversification activities that could reduce the exposure of local populations to climate-related hazards. In addition, have a gender-based presentation of the results;

45) Identify the existing climate information and the gaps that need to be filled in terms of content and access to climate information.

#### **IX- Assess identified risks**

46) Conduct a safeguard study to prevent from potential losses and damages that would occur during and after the project lifetime;

47) Conduct a comprehensive environmental and social risk assessment of all possible risks associated with the proposed project. List all the potential positive and negative impacts that the implementation of the project can have, in particular on vulnerable peoples and livelihoods; Rate the likelihood that the identified risks will occur during the lifetime of the project and following its implementation; Rate the strength of the impact as low, medium and high risk. If the project is deemed a medium risk project, prepare an environmental and social risk management plan. Identify mitigating activities to prevent the occurrence of these risks;

## **X- Completion of GEF focal area tracking tools:**

48) Climate Change Adaptation Tracking Tool.

### **Component B: Institutional arrangements, monitoring and evaluation**

The outputs of Component A will be used as technical inputs to Component B which serves the formulation of the UNDP-GEF project document.

49) Project results framework:

The project results framework will provide detailed information on outcomes, outputs, activities, indicators (baseline and target levels), key assumptions and risks based on information collected as per component A of this initiation plan.

50) Monitoring and Evaluation (M&E)

The PPG phase will work on defining the M&E framework for this project. This will follow the agreed template that reflects the requirements set by the GEF M&E Policy. The roles and responsibilities will be clearly identified in this process and an M&E budget and plan will be developed. Moreover, the M&E framework for the project should adopt principles of impact evaluation techniques so that evidence-based findings emerge from the project's annual monitoring mechanisms.

51) Define sustainability plan

The sustainability plan will outline the principles and guidelines for ensuring long-term sustainability of project achievements. It will also outline an exit strategy, seeking the continuation of key activities/achievements without the need of long-term international financing.

52) Definition of management arrangements

Evaluate the capacity of the Implementing Partner (IP), namely the DGSC to carry out its project-related duties. A micro-level capacity assessment will be conducted to assess its capacity to implement the project in line with UNDP's policies and procedures regarding the National Implementation Modality. If there are any short comings related to procurement and financial management then other arrangements such as assisted NIM and/or Direct Execution (subject to capacity assessment of UNDP Country Office) should be considered. Based on the findings of the assessments, UNDP together with the Government, will discuss and identify the most effective way to organize the implementation arrangements for this project.

The organisational structure governing the project will be decided upon during the preparatory stage. This will include the identification of the project board and management unit as well as the coordination arrangements and relevant initiatives.

53) Define gender mainstreaming plan

The gender mainstreaming plan will outline the principles and guidelines for mainstreaming gender into individual outputs, in order to ensure the equal participation of women and men in the proposed project activities and to ensure no adverse impact on either sex. The specific needs of women and other

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vulnerable groups are taken into account during disaster-risk awareness, preparation and response measures. Women, youth, peoples with disabilities, and other vulnerable groups will be included in decision-making processes and the implementation of adaptation measures as a response to climate-induced disasters.

#### 54) Stakeholder consultations during Component B

The project preparatory stage will:

- involve key agencies in the development of the project strategy to ensure strong national ownership;
- ensure full participation of key government representatives and other stakeholders;
- ensure the development of the project's results framework while agreeing on the project objectives and outcomes.
- undertake consultations to secure agreement(s) on project implementation arrangements - including roles, responsibilities, and accountabilities of lead and partner agencies.

All the decisions and agreements of the consultations will be documented and presented in the final project document.

### **Component C: Financial planning and co-financing investments**

55) Further define GEF's tracking tools for climate change adaptation in the context of this project in order to facilitate the programming, financing and tracking of investment expenditures.

56) At the project preparatory stage, a detailed multi-year budget will be compiled, following the standard UNDP-GEF project document template that reflects the mandatory requirements for the GEF M&E Policy.

57) At the project preparatory stage, a detailed multi-year investment plan will be compiled. It will integrate the climate change adaptation activities that will be developed in the targeted communities.

58) Explore multilateral and bilateral co-financing opportunities. The project's preparatory activities will include a series of consultations with partners to ensure a coherent and sustainable financing package, including post-GEF grant phase.

59) Ensure completion of the required official endorsement letters: An official endorsement letter will be prepared by the GEF Operational Focal Point of the Government. A co-financing guarantee will be collected from the participating government institutions, bilateral development partners, multilateral development partners and NGOs who wish to provide cash or in kind contributions to the project.

#### 60) Stakeholder consultations during Component C

- Involve key agencies in the development of the project strategy to ensure strong national ownership.
- In close collaboration with key government representatives and other stakeholders, ensure full participation in the development of the project results framework and ensure agreement on the project financed outputs and activities in the context of the Council-approved project objective and outcomes (the latter cannot be changed).



- Undertake consultations to secure agreement(s) on project implementation arrangements; including roles, responsibilities, and accountabilities of lead and partner agencies. Document these consultations.
- In addition, the PPG funds will support carrying out a targeted capacity assessment of local communities to engage in community-based natural resource management and help define strategic interventions to address gaps.

#### **Component D: Validation workshop**

61) A validation workshop will gather representatives from all relevant stakeholders to present, discuss and validate the final draft project document.

#### **Component E: Completion of final documentation**

62) Consolidation of all the technical and consultation inputs into a clearly written UNDP Prodoc with all the relevant sections and annexes. The cover page will clearly link the project to the Integrated Results and Resources.

63) Completion of a CEO endorsement request form.

*Note: templates may be subject to change, the person responsible for this consolidation and drafting will be required to obtain guidance by the UNDP/GEF Regional Technical Advisor and UNDP CO on applicable formats and templates and ensure that his/her work is compliant with UNDP/GEF and UNDP CO requirements.*

**B. Total Budget and Work Plan:**

<b>Award ID:</b>	00094552							
<b>Award Title:</b>	PIMS-5445-PPG RRC							
<b>Business Unit:</b>	COM10							
<b>Project Title:</b>	Strengthening Comoros resilience against climate change and variability related disaster							
<b>Project ID:</b>	00098676							
<b>Implementing Partner (Executing Agency)</b>	UNDP Comoros							
<b>GEF Outcome/Atlas Activity</b>	<b>Responsible Party/</b>	<b>Fund ID</b>	<b>Donor Name</b>	<b>Atlas Budgetary Account Code</b>	<b>ATLAS Budget Description</b>	<b>Amount US\$</b>	<b>Budget Note</b>	
Project preparation grant to finalize the UNDP-GEF project document for project “Strengthening Comoros resilience against climate change and variability related disaster”	UNDP	62160	LDCF	71200	International Consultants	94,250	A	
				71300	Local Consultant	25,000	B	
				71600	Travel	40,000	C	
				72500	Supplies	2,000	D	
				72100	Contractual Services Companies	8,750	E	
				74500	Miscellaneous Expenses	3,000	F	
				75700	Trainings and workshops	25,000	G	
				72400	Communication & audio visual equipment (Mobile phone charges)	2,000	H	
<b>PROJECT TOTAL</b>						<b>200,000</b>		

**Budget notes:**

Budget Note	Items	Total estimated person weeks	Budget (\$)	Explanation
A	International Consultant: Climate Change Adaptation Expert	20	65,000	The role of each consultant will be detailed in Annex 2

A	International consultant: Policy and Planning Specialist	3	9,750	
A	International Consultant: Gender Specialist	3	9,750	
A	International Consultant: Safeguard specialist	3	9,750	
B	Local Consultant: Expert on Disaster Risk Management	21	25,000	
C	Travel		40,000	This includes expenses for: <ul style="list-style-type: none"> <li>▪ Field missions for both international and national consultants.</li> <li>▪ Travel cost of project stakeholders for data collection and consultations in the targeted sites</li> </ul>
D	Supplies (Stationery & other Office Supp)		2,000	Cost of stationary for workshops and other relevant office supplies needed during the PPG phase
E	Contractual Services companies		8,750	Cost for PRODOC translation
F	Miscellaneous expenses (sundry and bank charges)		3,000	Miscellaneous expenses such as sundry and bank charges)
G	Stakeholder consultation/validation workshop		25,000	Stakeholder consultation/validation workshop
H	Communication & audio visual equipment (mobile and telephone charges of national and international consultants developing the project)		2,000	Cost of mobile cards for international and national consultants during the PPG phase
<b>Total PPG Budget</b>			<b>200,000</b>	

**Annex 1: GEF CEO PIF approval letter**



**GLOBAL ENVIRONMENT FACILITY**  
INVESTING IN OUR PLANET

**Naoko Ishii**  
CEO and Chairperson

February 02, 2016

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

Dear Ms. Dinu:

I am pleased to inform you that I have cleared the project concept detailed below for LDCF/SCCF Council's review and consideration. I have also approved your request for project preparation grant.

Decision Sought:	Project Identification Form (PIF) Clearance for Council Approval and Project Preparation Grant (PPG) Approval
GEFSEC ID:	6912
Agency(ies):	UNDP
Agency ID:	5445 (UNDP)
Focal Area:	Climate Change
Project Type:	Full Size Project
Country(ies):	Comoros
Name of Project:	Strengthening Comoros Resilience Against Climate Change and Variability Related Disaster
Indicative GEF Project Grant:	\$8,932,421
Indicative Agency Fee:	\$848,579
PPG Grant:	\$200,000
PPG Agency Fee:	\$19,000
Funding Source:	Least Developed Countries Fund

Break-down of Indicative Agency Fee				
Agency	Trust Fund	40% Fees to be committed at Council Approval	Fees to be committed at CEO Endorsement	Total (US\$)
UNDP	LDCF	\$339,432	\$509,147	\$848,579

This PIF clearance and PPG approval is subject to the comments made by the GEF Secretariat in the attached project review document. It is also based on the understanding that the project is in conformity with LDCF focal areas strategies and in line with GEF/LDCF policies and procedures. Please ensure that your

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*Handwritten mark*

Ms. Adriana Dinu

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February 02, 2016

final project document, with all Secretariat and Council comments fully addressed, is submitted such that CEO endorsement can be provided within 18 months of Council approval of the PIF.

Sincerely,



Chief Executive Officer and Chairperson

Attachment: GEFSEC Project Review Document  
Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee



**Annex 2: Key responsibilities of Consultants Financed by the Initiation Plan**

Type of Consultant	Position / Titles	S/Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
International Consultant – IC1	Climate Change Adaptation Expert	3,250	20	<ul style="list-style-type: none"> <li>Lead the consultants' team, help scope the project preparation activities and work plan and ensure the quality control of inputs and outputs of each consultants;</li> <li>Validate project's problem and barrier analysis;</li> <li>Determine, through analysis and consultations, the project's system boundaries and scope;</li> <li>Identify and elaborate the baseline projects as discussed in the PIF</li> <li>Take steps to integrate the lessons learned and best practices from all other relevant projects</li> <li>Based on stakeholders consultations, and findings of other assessments, define the logical framework, work plan and budget for the project;</li> <li>Define the adaptation strategies specific to each project sites in response to the climate related disasters risks</li> <li>Articulate the additionality of proposed outcomes (associated SMART indicators) and activities (relative to the baseline development oriented outcomes and outputs) in the project document;</li> <li>Investigate potential options for the project's institutional and implementation arrangements including capacity assessment of the IP;</li> <li>Design Knowledge Management and M&amp;E component (including learning mechanisms and impacts indicators);</li> <li>Develop the project's Replication and Exit Strategy (sustainability);</li> <li>Develop the project's sustainability strategy;</li> <li>Demonstrate cost-effectiveness of the project's interventions;</li> <li>Develop co-funding and financing partnerships;</li> <li>Stimulate partnerships and help leverage resources from relevant ongoing/planned programmes and projects;</li> <li>Develop the FSP brief and provide input towards the development of a UNDP/GEF Prodoc.</li> <li>Use the most appropriate investigation methods to collect data in a participatory approach;</li> </ul>
International Consultant –	Policy and Planning	3,250	3	

**Annex 2: Key responsibilities of Consultants Financed by the Initiation Plan**

Type of Consultant	Position / Titles	S/Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
International Consultant – IC1	Climate Change Adaptation Expert	3,250	20	<ul style="list-style-type: none"> <li>Lead the consultants' team, help scope the project preparation activities and work plan and ensure the quality control of inputs and outputs of each consultants;</li> <li>Validate project's problem and barrier analysis;</li> <li>Determine, through analysis and consultations, the project's system boundaries and scope;</li> <li>Identify and elaborate the baseline projects as discussed in the PIF</li> <li>Take steps to integrate the lessons learned and best practices from all other relevant projects</li> <li>Based on stakeholders consultations, and findings of other assessments, define the logical framework, work plan and budget for the project;</li> <li>Define the adaptation strategies specific to each project sites in response to the climate related disasters risks</li> <li>Articulate the additionality of proposed outcomes (associated SMART indicators) and activities (relative to the baseline development oriented outcomes and outputs) in the project document;</li> <li>Investigate potential options for the project's institutional and implementation arrangements including capacity assessment of the IP;</li> <li>Design Knowledge Management and M&amp;E component (including learning mechanisms and impacts indicators);</li> <li>Develop the project's Replication and Exit Strategy (sustainability);</li> <li>Develop the project's sustainability strategy;</li> <li>Demonstrate cost-effectiveness of the project's interventions;</li> <li>Develop co-funding and financing partnerships;</li> <li>Stimulate partnerships and help leverage resources from relevant ongoing/planned programmes and projects;</li> <li>Develop the FSP brief and provide input towards the development of a UNDP/GEF Prodoc.</li> </ul>
International Consultant –	Policy and Planning	3,250	3	<ul style="list-style-type: none"> <li>Use the most appropriate investigation methods to collect data in a participatory approach;</li> </ul>

Type of Consultant	Position / Titles	S/Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
IC2	Specialist			<ul style="list-style-type: none"> <li>Conduct a capacity needs assessment of key institutions in relation to their ability to respond to climate hazards;</li> <li>Review the present mandates of various levels of government for carrying out climate change adaptation;</li> <li>Identify and review the relevant policies, regulatory frameworks and local development plans that need to be revised to integrate climate change risks;</li> <li>Identify the key steps that need to be taken to revise relevant policies and regulatory frameworks so that climate risks are autonomously addressed;</li> <li>Identify the requirements for the integration of climate change risks into local development plans;</li> <li>Define the national and local planning measures to be taken to ensure the sustainability of the project;</li> <li>Support the design of adaptation measures and ensure the alignment of the activities with the national and local laws, policies, regulations and planning;</li> <li>Prepare feasibility studies and cost-benefit analyses for project activities.</li> </ul>
International Consultant – IC3	Safeguard specialist	3,250	3	<ul style="list-style-type: none"> <li>Use the most appropriate investigation methods to collect data on a participatory approach;</li> <li>Conduct a comprehensive environmental and social risk assessment of all possible risks associated with the proposed project;</li> <li>Conduct a safeguard study to prevent from potential losses and damages that would occur during and after the project lifetime;</li> <li>If the project is rated as medium risk, prepare an environmental and social safeguard management plan to identify mitigating activities;</li> <li>Identify and assess challenges, opportunities, priorities and capacity needs of key institutions for implementation of the environmental and social safeguard management plan at all levels</li> </ul>
International Consultant – IC4	Gender Specialist	3,250	3	<ul style="list-style-type: none"> <li>Review relevant UNDP documents on the requirements for gender mainstreaming, including UNDP Policy and guide on Gender Equality and the Empowerment of Women and UNDP strategic program gender related outputs and indicators</li> <li>Carry out a gender analysis using appropriate gender analysis tools to: identify how women and men, as householders, business owners and workers are vulnerable and /or impacted differently by the identified climate and non-climate related disaster risks, their</li> </ul>



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Type of Consultant	Position / Titles	\$/Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
				<p>vulnerabilities and capacity to cope and adapt, including issues relating to the gender division of labor, time use, activities, gender division of resources, patterns of public and private decision-making, needs, vulnerabilities, capacities and opportunities in the context of climate change,</p> <ul style="list-style-type: none"> <li>• Elaborate a detailed report on the findings of the gender analysis, highlighting the following:               <ul style="list-style-type: none"> <li>○ National gender policies and commitments</li> <li>○ Women's and men's respective roles in decision-making at household and community levels;</li> <li>○ Women's and men's different vulnerabilities—access to resources, division of labor, the gender dimensions of different climate change impacts (e.g. droughts and flooding) and how they would affect women and men</li> <li>○ Understanding how men's and women's roles and gender relations change and may complement each other when coping with climate change and natural disasters;</li> <li>○ Provide recommendations for gender best practices to ensure that participatory planning methods are culturally appropriate, inclusive and can encourage women and men to engage in the process;</li> <li>○ Explain and evaluate practical barriers to women's participation in climate change and disaster risks management discussions, planning and decision-making;</li> <li>○ Establish a method for gender-focused and disaggregated monitoring and evaluation of tourism projects which address climate change.</li> </ul> </li> <li>• Based on the gender analysis, develop a plan of action that identifies opportunities and entry points for mainstreaming gender into the project. The plan of action for gender mainstreaming should mirror the project's log frame and include the development of gender specific project outcomes and/or outputs and targets, gender-responsive indicators, timelines, assigned responsibilities and implementation arrangements.</li> <li>• Provide broader recommendations for policies and programmes, capacity and institutional development to address issues identified in the assignment</li> <li>• Provide cost estimates for the implementation of the plan of action for gender mainstreaming into the project</li> <li>• Prepare terms of reference for gender specialist to implement the gender-responsive components of the project.</li> </ul>

Type of Consultant	Position / Titles	S/Person Week <sup>1</sup>	Estimated PWS <sup>2</sup>	Tasks to be Performed
Local consultant – LC1	Disaster Risk Management Expert	1,000	25	<ul style="list-style-type: none"> <li>• Act as national expert on issues regarding disaster risk management to support the work of the IC;</li> <li>• Collect baseline information for Disaster Risk Management in Comoros and in each of the targeted sites;</li> <li>• Make an inventory of the different income-generating activities at the local level and have a gender-based presentation.</li> <li>• Review policies and regulatory frameworks at the national, provincial and community levels that aim at increasing the capacity of Disaster Risk Management agencies, facilitating access to climate information and the adapt responses;</li> <li>• Make an inventory of all the past, ongoing and planned activities aiming to address risks related to climate change, particularly floods and landslides in the targeted provinces;</li> <li>• Elaborate on the baseline projects, as discussed in the PIF, and their relevance to the proposed outcomes;</li> <li>• Make an inventory of the historical data collected by the existing meteorological institutions;</li> <li>• Conduct a baseline assessment of the climate information systems that exist in the targeted provinces;</li> <li>• Conduct baseline assessments of the existing building codes that improve the resilience of habitats in the targeted provinces;</li> <li>• Undertake vulnerability and climate risks assessments that are pertinent to inform the project design and identify the socioeconomic potential impacts of climate change;</li> <li>• Conduct detailed analysis on the risks related to climate change for each of the selected provinces;</li> <li>• Determine the economic and social losses that have been incurred on account of past disasters that were linked to climate change;</li> <li>• Assess the potential magnitude of socioeconomic costs that climate change might inflict in the future;</li> <li>• Identify past and on-going initiatives related to hazards and vulnerability maps as well as risk assessments;</li> <li>• Identify existing plans on disaster risk management at the national and local levels;</li> </ul>

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Type of Consultant	Position / Titles	S/Person Week <sup>1</sup>	Estimated PWs <sup>2</sup>	Tasks to be Performed
				<ul style="list-style-type: none"> <li>• Conduct an analysis of disaster risk management and community response mechanisms in the selected provinces;</li> <li>• Conduct an analysis of the communities' awareness of the potential impacts of climate risks and present results per gender;</li> <li>• Conduct an analysis of the existing structures that allow vulnerable populations to take shelter in case of climate hazards in the targeted sites;</li> <li>• Make an inventory of the possible long-term solutions that have the potential to address climate risks, as identified in the situation analysis, including the development of policies, fostering access to climate information and improving agricultural techniques, among others;</li> <li>• Based on the assessment of vulnerabilities to climate risks and the potential socioeconomic costs that they may incur, propose sites for project intervention;</li> <li>• Understand the needs of the chosen sites and the possible options to reach them;</li> <li>• Study the selected communities and their level of understanding of the effects of climate change and climate-related hazards. In addition have a gender-based presentation of the results;</li> <li>• Make an inventory of possible income-diversification activities that could reduce the exposure of local populations to climate-related hazards. In addition, have a gender-based presentation of the results;</li> <li>• Determine the most suitable means for communicating climate information and early warnings to vulnerable populations;</li> <li>• Identify regular community meetings (i.e.: at the mosques) where information could be relayed;</li> <li>• Identify the existing climate information and the gaps that need to be filled in terms of content and access to climate information.</li> </ul>

<sup>1</sup> Dollar amount per person week.

<sup>2</sup> Person weeks needed to carry out the task.

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Annex 3: Approved PIF [Attached as a separate document]

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**Annex 4: Project preparation timeline**

PPG Activity	Timeframe (in months) <sup>2</sup>																		Responsibility	Budget (US\$)	
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18			
Comprehensive baselines assessment																				UNDP	55,000
Preliminary climate change vulnerability analyses																				UNDP	43,000
Stakeholder engagement plan with roles and responsibilities																				UNDP	30,000
Project Result Framework																				UNDP	15,000
Designed project activities based on RRF																				UNDP	25,000
Project management arrangements & implementation plan;																				UNDP	12,000
Co-financing commitment letters from UNDP and other relevant stakeholders																				UNDP	5,000
Convening of Pre-PAC and L-PAC meetings																				UNDP	11,000
Project document and CEO endorsement request																				UNDP	4,000

<sup>2</sup> if an FSP project please add additional six months noting 18 month deadline between GEF approval of the PIF and GEF CEO endorsement of the project document

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**Annex 5: GEF Sec Review Comments (Provided as annex to this document)**

**Annex 6: STAP Comments and Response Matrix (Provided as annexes)**