

Government of the Arab Republic of Egypt

Government of Italy

United Nations Development Programme

Institutional Support to the Supreme Council for Antiquities
For Environmental Monitoring and Management of Cultural Heritage Sites:
Applications to Fayoum Oasis and North Saqqara Necropolis

Egyptian Italian Environmental Cooperation Program, Phase II

This project will strengthen the institutional capacity of the Government of Egypt's Supreme Council for Antiquities for monitoring and managing cultural and natural resources. The specific objectives of the project are to: (a) strengthen the Technical Office for the Institutional Support to the SCA for Environmental Monitoring and Management of Archaeological Sites (TOEMMAS); (b) prepare a plan for the management of North Saqqara site; and (c) prepare a risk map for Fayoum oasis and valorize its resources, and a management plan for the Medinet Madi site.


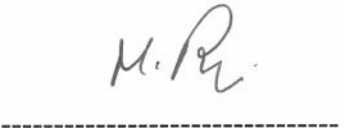




The project will assist TOEMMAS in efforts to investigate archaeological sites under environmental stress; study deterioration features caused by changes in environmental conditions, analyze hypothetical socio-economic development in the areas surrounding the archaeological sites; reinforce the institutional capacity of the SCA to prepare standards and guidelines, in close collaboration with the EEAA; and, outline conservation and management activities to be carried out with the goal of protecting and developing sites.

A capacity building program will be developed and implemented for the TOEMMAS Unit. A project monitoring and evaluation process will be developed along with a Site Information System for site-specific data collection and analysis. The Risk Map Planning Framework developed in the EIECP Phase I will be applied to antiquity sites in the Fayoum Oasis area. Attention will be paid to strengthening the link between the Fayoum antiquity sites and the nearby Wadi Rayan Protected Area. Building on the prior use of the Risk Map Planning tool at North Saqqara, a site management plan will be refined and portions implemented to promote archaeology, sustainable tourism and economic activities while also promoting environmental protection and education.

As a project of the larger Egyptian Italian Environmental Cooperation Program (EIECP), the outputs of this project also will be shared with the EIECP project in the Wadi Rayan Protected Area. Policy outputs will be directly linked to the EIECP project, Legal and Institutional Framework, which has a component focusing on regulation of economic activities affecting national protected areas.

SIGNATURE PAGE

Project: Institutional Support to the Supreme Council for Antiquities For Environmental Monitoring and Management of Cultural Heritage Sites: Applications to Fayoum Oasis and North Saqqara Necropolis (ISSEM)

On behalf of	Name/Title	Signature
Government of Egypt	Ambassador Waguih Hanafy Director Department of International Cooperation for Development Ministry of Foreign Affairs	
Executing Agency	Mamdouh Riad Minister of State for Environmental Affairs Ministry of State for Environmental Affairs (MSEA)	
Implementing Agency	Zahi Hawas Secretary General Supreme Council of Antiquities (SCA)	 
UNDP	Antonio Vigilante Resident Representative United Nations Development Programme (UNDP)	 



Date: 7 March 2004

Part Ia. Situational Analysis

1. Problem to be addressed

This proposal for “Institutional Support to Supreme Council of Antiquities for Environmental Monitoring and Management of Cultural Heritage Sites: applications to Fayoum Oasis and North Saqqara Necropolis” (hereinafter: ISSEMM) is born out of the programme titled “Institutional support to the Egyptian Environmental Affairs Agency (EEAA) to improve planning capabilities for rehabilitation and protection of natural and cultural environmental resources and implementation of pilot projects within the framework of Egypt’s NEAP activities”. This program, also known as the Egyptian Italian Environmental Cooperation Program (EIECP) Phase I was agreed upon through the Memorandum of Understanding signed on June 18, 1998 between the Government of the Italian Republic and the Government of the Arab Republic of Egypt. A component of EIECP Phase I was the project “Enhancement of the Organization and Capabilities to Preserve the Cultural Heritage of Egypt - Risk Map for North Saqqara site, also known as Risk Map of North Saqqara (RMNS).

The RMNS Project adapted an Italian Geographic Information System methodology and applied it to cultural heritage protection for the North Saqqara antiquity site. By the use of GIS’ capability for “overlay mapping” or overlapping of different thematic maps, it became possible to identify spatial relationships existing between environmental risks in the Saqqara site and the real risks to which the monuments in the north area are subject. For example, high-risk target areas could be identified by mapping areas at high risk due to a geological fault or massive tourist presence and overlapping with map showing areas where a great number of monuments are located.

By the same system, it is also possible to analyze how risk factors could damage the monuments, depending on the vulnerability of their structural materials and architectural types to specific environmental risk factors (i.e., earthquake effects on the structure of the pyramids are less evident than on the structures of the tombs with courtyard). By comparing different environmental situations, one can identify monuments at greatest risk in the north Saqqara area. Such information is valuable when setting priorities and allocating funds for restoration of monuments.

The SCA, being aware of the importance of the Project, issued Decree no. 1124 dated 15 May 2002 for the Establishment of the Technical Office for the Environmental Monitoring and Management of Archaeological Sites (TOEMMAS), which is located in the premises of SCA. The ISSEMM project aims to strengthen the TOEMMAS, in order to improve the management of archaeological sites in Egypt.

Under the project, the personnel of TOEMMAS will be assigned full time to this new office rather than retaining responsibilities aligned with their former positions in disparate sections of the SCA. To be more effective, the TOEMMAS staff needs technical information and training on topics including conservation and preservation techniques, archaeology and guardianship, environment and monitoring, use of the GIS-based Site information System and basic management. Their efforts will be applied hands-on to North Saqqara and the Fayoum Oasis.

archaeological missions for presenting the research results to guided tours for small groups visiting the excavation sites.

In addition to developing the management plan, a number of specific activities will be implemented for increasing the database for more structures at the site, expanding archaeological efforts to census and catalogue structures and artifacts, improving tourist facilities and implementing the Archaeoguide System, an advanced audio-visual information technology system that provides visitors with information on cultural heritage sites.

Fayoum Oasis

The second application to be addressed by TOEMMAS concerns problems relevant to archaeological sites and their socio-economic context. The Oasis of Fayoum is strongly characterized by a rich collection of varied and important cultural resources: including important archaeological sites, such as Medinet Madi, Khelua, Teptinis and Kas Qarun. These archaeological remains testify to the political and economic importance of the area since the Middle Kingdom when the royal residence at Lisht and Fayoum saw the improvement of the territory and the rise of numerous cities and temples. Medinet Madi is the most conspicuous and well-preserved archaeological site in Fayoum Governorate.

In addition to these antiquity sites, Fayoum has characteristic hand-made products; productive rural areas where innovative irrigation systems remain a distinctive feature; and, the natural beauty represented by Qarun Lake and Wadi El Ryan Protected Area (WRPA). Located seven kilometers to the west of Fayoum, EIECP is already assisting EEAA to preserve and protect the habitat and biodiversity of the Saharan Sand Dune Ecosystem in Wadi El Rayan while regulating a burgeoning list of economic activities occurring both inside and adjacent to the WRPA boundaries.

Fayoum Oasis, being such an important archaeological and natural site, should receive greater attention. Yet foreign and Egyptian tourism to Fayoum remains low; although the number of tourists visiting Fayoum has increased during the last decade, the large majority are one-day visitors from Cairo. Perhaps the experience acquired in Saqqara could be applied to Fayoum as well for the economic development of the oasis.

To facilitate the sustainable development of the environmental and cultural assets in the Fayoum Oasis, an assessment needs to be carried out, paying special attention to the preservation and the management of Medinet Madi while also establishing a link with other valuable archaeological sites and the Wadi El Rayan Protected Area. This could be achieved by the preparation of a risk map for Fayoum and detailed archaeological, conservation, and socio-economic studies. The investigation should include landscape, cultural, artisan and natural resources of the area. Following the assessment, a master plan to valorise the regional resources should be drawn up. The master plan would include linking the present Protected Area of Wadi El Rayan to Medinet Madi through visit excursions.

Supreme Council for Antiquities (SCA)

The SCA was established in 1859 as a part of the Ministry of Religious Endowments. Over the years, it has been in different ministries including National Guidance, Education and eventually now is residing in the Ministry of Culture since 1960. “Le service des antiques” was transformed in 1971 into the Egyptian Antiquities Organization (EAO) by Presidential decree 2828/1971. The EAO was then transformed into the Supreme Council of Antiquities (SCA) by Decree 82/1994. Belonging to the Ministry of Culture, its president is the minister himself.

Public law 117/1983 is the principal law that assigns power to the central and public offices concerned with the different cultural heritage categories in Egypt. The SCA has six sectors:

- a) The General Secretariat Sector;
- b) The Egyptian, Greek and Roman Antiquities Sector (oversees Prehistoric, Pharaonic and Greco-Roman affairs);
- c) The Islamic and Coptic Antiquities sector;
- d) The Museums sector
- e) The Antiquities and Museums Finance Sector

According to the law 117, the term antiquity is applied to any building or movable object resulting from the different civilizations that span the totality of the Egyptian History (reflecting human, artistic, technical, military, religious aspects) and of more than one hundred years old. Egypt has adhered to the UNESCO convention, 1970 concerning the banning of illegal import and export of cultural property (presidential decree 114/1973).

4. Intended Beneficiaries

The primary direct beneficiaries are those entities charged with preservation of the cultural heritage of the country, which include the Supreme Council for Antiquities, the TOEMMAS unit and to a lesser extent the EEAA. The Giza and Fayoum Governorates also stand to benefit from any project activities that enhance cultural resources protection and promote the economic benefits of sustainable development at Saqqara and Fayoum Oasis.

5. Process by which project was developed, including lessons learned from related projects.

The ISSEMM Project is one of nine components proposed as Phase II of the Egyptian Italian Environmental Cooperation Program (EIECP). Phase I initially began in June 1998. Following a positive program review in June-July 2000 by the Directorate General of Cooperation for Development (DGCD) of the Italian Foreign Ministry and the EEAA, a Task Force was assembled in November 2000 to produce a profile of the proposed components, including estimated budgets and logical frameworks for EIECP Phase II. The project formulation was eventually completed and submitted to EEAA and Italian Cooperation in July 2001. Following the comments and observations made by the implementing agencies and the main stakeholders, and through a process of

To address the multiple policy and technical challenges, the ISSEMM Project proposes to enhance TOEMMAS capacity by providing technical assistance, staff, training, equipment and support for existing physical facilities at the local and national level. The technical assistance also will link directly with EIECP sister project at Wadi el Rayan Protected Area.

Staffing of the project will be through the TOEMMAS office by existing staff and by hiring an additional accountant, secretary, photographer, 3 office support staff and 3 drivers. In addition, work at the Medinet Madi and Saqqara sites will require hiring a total of 4 foremen, 35 skilled and 60 unskilled workers, 10 restorers, 2 heavy equipment operators and 2 archaeological rangers. Specific technical, legal and institutional expertise will be augmented by contracting with both national and international sources. SCA staff will benefit from the resources of the various experts through development of guidelines, resource materials, formal training and hands-on technical assistance.

To facilitate training in Italy and Egypt, a Support Centre (SCE) will be established by a written agreement within an existing structure linked to Pisa University. The SCE will organize the trips to Italy for Egyptian staff to ensure that their management training will be as fruitful. It will provide assistance by keeping in touch with the concerned Italian bodies and also coordinate the technical assistance missions to Egypt. In addition the SCE will provide support, mainly in the fields of computer science, preservation and planning. The Italian structure will be responsible for operating a data processing centre for developing software-programming models and for information support to the TOEMMAS.

The activities related to the design of the visitors' centre, the setting up of tourist visiting modalities supported by advanced technologies (archaeoguides) and the transformation of the storehouses in local antiquary museums will be developed in both Egypt and Italy. The two Egyptian design architects, during their stay in Italy, will have the opportunity of visiting sites arranged with this approach and to cooperate with senior designers, availing the support of the most advanced technologies.

The Support Centre in Italy will provide software assistance for the whole duration of the project, either in Italy or in Egypt including the technicians, whenever necessary. The Support Centre will develop the specific software to implement the project such as:

- Database applications;
- G.I.S. application;
- G.I.S. elaborations for the vulnerability determination;
- G.I.S. elaboration for the hazard analysis;
- G.I.S. elaboration for the environmental risk analysis.

2. Synergies Among the EIECP Components

The proposal foresees close interactions with other sister projects proposed under the umbrella of the EIECP, Phase II. This would include activities under the policy work of the national level, Legal and Institutional Framework of the MSEA/EEAA Project and protected area management activities at the Wadi el Rayan Protected Area. Such

Part III. Management Arrangements

A. The support provided through the ISSEMM Project is aimed to effectively address technical antiquities management issues using the national execution model of the United Nations Development Programme (UNDP). As such, the Egyptian Environmental Affairs Authority (EEAA) will serve as the central coordinating and competent body for the overall Egyptian Italian Environmental Cooperation Program. It will be responsible for coordinating activities performed by the implementing agencies and other concerned institutions and participate in assessing and evaluating the impact of each project. To facilitate management of ISSEMM and its other sister projects in EIECP, Phase II, an organizational and management structure will be used to integrate the many relatively independent activities that have diverse objectives but ultimately a common goal. The EIECP and the ISSEMM will be executed through an organizational structure that is composed of a Program Steering Committee (PSC), the Program Coordination Unit (PCU), the Project Executive Committees (PECs), the Project Management Units (PMUs), and the UNDP Program Support Team (PST).

The partner institutions or Implementing Agencies for particular projects in the Program are listed below. The Supreme Council for Antiquities is the partner and Implementing Agency for ISSEMM. The Implementing Agencies will ensure the execution of the projects and contribute financially to the investment as well as to the operational maintenance and other relevant project in-kind costs, including provision of staff, suitable office space and physical infrastructure, such as phone, fax and modem lines. The EEAA and the Implementing Agencies, on behalf of the GOE, will:

- Ensure that the Project Management Units (PMUs) within their mandate receive the support of line ministries and relevant institutions in the implementation of the projects.
- Ensure that the appointment of National experts and staff meet the Terms of Reference set by project documents, or specified by the minutes of Project Executive Committees/Program Steering Committee, and that will last for the duration of the Program (or as defined) in order to secure sustainability.
- Ensure that the correct communication path and technical communication mechanism is adopted and sustained between concerned line ministries, institutions, and NGOs whose information, inputs and support is considered essential or beneficial to the Program implementation.
- Facilitate access to all statistics, maps, aerial photographs, remote sensing imagery and other relevant data, essential to appraise, study and analyze sector activities;
- Make available the land belonging to public Authorities or private farmers, defined in the project documents /or agreed by the Project Executive Committees (PECs), for implementing the Projects in Siwa, Wadi El Rayan, Gabal Elba and Minya.
- Facilitate the access to all areas to be visited for the implementation of the Program;
- Ensure that the appropriate measures are taken to retain trained personnel upon the completion of the Program;

Program Support Team (PST), it will operate as an autonomous body that serves as the “driving force” behind the entire EIECP. The PCU will serve as the Secretariat for the PSC and link with local and national institutions, especially the Implementing Agencies and the Project Management Units (PMUs). The PCU will support and organize seminars and workshops in order to ensure “cross-fertilization” between EIECP projects and to promote and disseminate the results achieved by the individual projects and the Program, as a whole.

The PCU will be co-managed by an Italian expert appointed by DGCD and by an Egyptian professional seconded by EEAA. A limited number of specialized staff, focused to perform specific duties on permanent or temporary basis, will be part of the structure. The International co-manager of the Siwa Environmental Amelioration Project, appointed by DGCD as specified in the relevant project document, will be attached to the PCU as far as the Italian financing is concerned.

The PCU will provide inputs of technical assistance, capacity building, and professional development; coordinate the monitoring and evaluation process at the project and Program levels; prepare and update the consolidated program logical framework and the overall progress reports based on individual project reports. The Terms of Reference for the PCU are included in Annex 3.

D. United Nations Development Programme - Program Support Team (PST)

The UNDP Program Support Team (PST) will facilitate the implementation of the Program and ensure the timely and responsive provision of support from the Donor within the framework of UNDP National Execution arrangements. The PST will assist the EEAA, the PSC and the PCU by providing managerial and operational support to the projects to ensure proper use of funds for assigned activities, timely reports of implementation progress, monitoring the implementation of the projects, as well as ensuring that mandatory and non-mandatory evaluations are performed. PST will review Project Work Plans and Progress Reports prepared by the PMUs, before submission to the relevant Project Executive Committee. The focus will be on support functions, such as capacity building and professional development, monitoring and evaluations, performing secretariat functions and facilitating the preparation of work plans, budgets and progress reports by the projects. PST will manage the procurement, subcontracts, supplies and services, recruitment of personnel and handle the finance activities, where requested. The Terms of Reference for the UNDP PST are included in Annex 4.

Such a role is fully in keeping with UNDP’s mission statement to “support Egypt in its goal to protect and regenerate the environment as an important means to achieving sustainable human development”.

E. Project Executive Committee (PEC)

A Project Executive Committee will be established for the ISSEMM project, as per the organizational framework of the Program. The PEC will oversee the implementation of project specific activities and coordinate the inputs from the different departments and agencies. It will meet on a six-month basis or as required, and will be chaired by the Implementing Agency. The PEC will also review and

and in order to ensure technical continuity, the Parties have agreed to appoint for Phase II the same organizations/institutions of Phase I to implement the same type of activities in the same fields of expertise. The Agreed Consultancies will be contracted by UNDP.

For the ISSEMM Project, the Parties have appointed the University of Pisa as Agreed Consultancy. The University will be contracted by UNDP on pre-agreed Terms of Reference.

2. Monitoring, Measurement and Evaluation

Based on the UNDP format, progress reports will be prepared by the PMU every six months and presented for approval to the Project Executive Committee. Based on the individual project reports, the Program Coordination Unit will prepare the consolidated Program progress reports and financial statements to be submitted to the Program Steering Committee.

Key indicators for participatory monitoring and evaluation will be developed in coordination with an overall programmatic M&E strategy for the EIECP and in line with UNDP's Results-based Management procedures. The PCU, with assistance from the UNDP Program Support Team, will coordinate and facilitate development of M&E capacity within the project and also at the Program level.

The Italian Cooperation, EEAA and UNDP will organize participatory mid-term and final external evaluations based upon the project indicators and means of verification. The results are submitted to the PEC and the PSC.

Part IV. 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 the Arab Republic of Egypt and the United Nations Development Programme, signed by the parties on 19 January 1987. The host country-implementing agency shall, for the purpose of the Standard Basic Assistance Agreement, refer to the Government Cooperating Agency described in that agreement.

The following types of revisions may be made to the Project Document with the signature of the UNDP Resident Representative only, provided he or she is assured that the other signatories of the Project Document have no objections to the proposed changes:

- a) Revision in, or addition of, any of the annexes of the Project Document;
- b) Revisions that do not involve significant changes in the immediate objectives, outputs, or activities of a project, but are caused by the rearrangements of inputs agreed to or by cost increases due to inflation;

The local components will be adjusted and a budget revision will be done at the start of implementation to adjust budget lines in accordance with actual exchange rates, and hence to adjust gains/losses on exchange rate per budget line.

When preparing the budget revision, budget will be disaggregated per year within the framework of approved allocation for Italian DGCD funds and Italian Debt-for-Development Swap funds.

Institutional Support to Supreme Council for Antiquities for Environmental Monitoring and Management of Antiquity Sites: Fayoum Oasis and North Saqqara Necropolis (ISSEMM)
 Logical Framework Matrix

Outputs	Indicators	Means of Verification	Activities	Inputs
G1. Staffing and Training/Learning programs enhance capacity of SCA's Technical Office for Environmental Monitoring and Management of Archaeological Sites (TOEMMAS) to protect and sustainably manage antiquity sites.	PMU is operational	Project progress reports	G.1.1 Select and hire key personnel, form advisory groups and arrange physical accommodations	International Personnel
	Job descriptions clarified No. of staff recruited	Review of documents	G.1.2 Engage experts; assess the needs of each institution/ entity with regards to staffing and ensure recruitment of appropriate staff for full-time assignment to TOEMMAS.	Administrative Support Staff Monitoring and Evaluation
	No. and quality of training/ learning No. of staff trained	Program is functional	G.1.3 A capacity building program will be developed and implemented to assess needs, design relevant manuals/guidelines and implement staff training/learning programs related to building capacity for TOEMMAS.	Mission costs National Personnel Contracts
	Site Information System is established and functional		G.1.4 Develop Site Information System for Saqqara and Fayoum	Training
	Support Center established and functional New protocols of data transfer and common evaluation procedures established and used in SIS, GIS and cartography		G.1.5 Establish Support Center (SCE) in Italy for computer science, software development and assistance, preservation and planning	Equipment and software Reporting Communication
	Guidelines available, indicators set and M&E process delivers information for project management planning	M & E system is operational	G.1.6 Develop and implement M & E system for evaluating project effectiveness	Sundries EU 1,760,600

Institutional Support to Supreme Council for Antiquities for Environmental Monitoring and Management of Antiquity Sites: Fayoum Oasis and North Saqqara Necropolis (ISSEMM)
 Logical Framework Matrix

Outputs	Indicators	Means of Verification	Activities	Inputs
	An increase in awareness about Fayoum as a tourist destination among Egyptians and international tourists	Surveys	G.2.7 Design and implement a marketing strategy to promote tourism to the two sites and complement it with an environmental education program.	
	Visitors at one site are knowledgeable of both sites	Surveys Review of Public information materials available	G.2.8 Design education program linking environment and human activities of MM and WRPA	
	Procedures for visitor systems and licensing are implemented	Environmental impact assessments	G.2.9 Review visitor systems, licenses etc. to make them more compatible with an archaeological park	
	Increase in number of visitors visiting both sites	Road use surveys	G.2.10 Improve road and signage between MM and WRPA.	
	Implementation of restoration plan		G.2.11 Clean and protect high priority of MM, including portions of Medinet Madi's Sanctuarius	
	Improvements to antiquity sites, tourist facilities, with road and information galleries in place and working effectively		G.2.12 Prepare visitor areas, rest rooms and displays	

Annex 2
Composition of Program Steering Committee

- Chair: Chief Executive Officer, EEAA
- Members: Representative of El Minya Governorate
- Representative of Fayoum Governorate
- Representative of Matrouh Governorate
- Representative of Ministry of Water Resources & Irrigation
- Representative of the Supreme Council of Antiquities
- Director, Nature Conservation Sector, EEAA
- Legal Representative, EEAA
- Representative of the General Department for International Affairs and Technical Cooperation, EEAA
- Representatives of Italian MAE/DGCD/Italian Embassy/UTL
- Representative of UNDP Country Office
- Project Management Units (PMUs)
- Representative of UNDP Program Support Team (PST)
- Program Coordination Unit (PCU), also acting as Technical Secretariat
- Observers: Financial and Technical Managers of the Technical Unit (TU) of the Debt-for-Development Swap Management Committee

Institutional Support to Supreme Council for Antiquities for Environmental Monitoring and Management of
Antiquity Sites: Fayoum Oasis and North Saqqara Necropolis (ISSEMM)
Logical Framework Matrix

- Track training, capacity building and professional development opportunities, for the staff and key-stakeholders of the Program, linking with the General Directorate for Training and Development of EEAA and other national/international institutions;
- Establish and maintain the WEB site of the Program, linking with EEAA, Italian Cooperation, UNDP and the individual projects;
- Develop methodologies, procedures and network of relations to facilitate the identification, preparation and start-up of new initiatives under the Program;
- Assist the Italian Embassy, MSEA/EEAA, the Implementing Agencies and UNDP in the process of assets handing over.

program staff fees and other administrative procedures; (iv) Assuring central accounting and auditing as well as control and monitoring; (v) Centralizing technical and financial reports; and (vi) Standardizing monitoring, review and evaluation procedures.

- The operational services, related to recruitment, finance, procurement, etc., in accordance with the Implementation Protocols (IPs) – namely (i) the Memorandum of Understanding (MoU) between the Government of Italy and the Government of the Arab Republic of Egypt (ii) the UNDP Project Document and annexes, (iii) the Cost Sharing Agreement (CSA) between the Government of Italy and UNDP, and (iv) the Project Implementing Agreement (PIA) for Italian Debt Swap management funds between the Ministry of State for Foreign Affairs, Italian Embassy, EEAA and UNDP - signed between the relevant partners that will direct and regulate the implementation of the Program.
- The administration of Program funds and their timely disbursement to the Project Management Units (PMUs) for project operational expenses in accordance with the approved work plans and budgets.
- Procurement of equipment and material upon request from the PMUs, in accordance with the approved work plans and budgets.
- Provision of technical assistance services, in accordance with the MOU, the Implementation Protocols (IPs) and the TORs, either sub-contracted independently by UNDP or provided directly by the appointed Agreed Consultancies.
- Sub-contracting International and Local Consultants on the basis of the TORs that will be included in the work plans approved by the Project Executive Committees.
- Review of overall work plan, and annual work plans and budgets prepared by each PMU according to the agreed time schedule, to be submitted to the relevant Project Executive Committees.
- Review of Progress Reports based on the UNDP format prepared by each PMU, and according to the agreed time schedule, to be submitted to the relevant Project Executive Committee.
- Preparation of project financial statements, according to the agreed time schedule, to be submitted to the relevant Project Executive Committee.
- Assist PCU in preparing consolidated Program Progress Reports and Financial Statements, on a yearly basis, to be submitted to the Program Steering Committee.
- Assist PMUs in preparing project logical framework matrixes (logframes), defining the key indicators and means of verification. Review the updated

Project Progress and Financial Reports

- a) *Mid-year progress and financial reports*, to be submitted not later than two months after the end of the relevant semester. These reports will include the progress of the activities and a detailed statement of expenditure by budget lines.
- b) *Annual provisional financial reports*, to be submitted one month before the end of the relevant financial years. These reports will be based on actual expenditure from January to September and the expected expenditure from October to December. The second and third year installments cannot be released unless the annual provisional financial reports are approved respectively by the Project Executive Committee for Italian multi-bilateral funds, and by the Management Committee of Italian Debt Swap for the counterpart funds.
- c) *Annual progress and financial reports*, to be submitted not later than two months after the end of the relevant financial years. These reports will include the progress of the activities and a detailed statement of the expenditure by budget lines.
- d) *Final progress and financial report*, to be submitted not later than three months from the date of financial completion of the relevant project. This report will include the progress of the activities and a detailed statement of accounts showing income and expenditure by year and by budget lines. The final report should illustrate the results of the monitoring and evaluations activities, highlighting the lessons learned and recommendations.

Annex 6.

Terms of Reference of the Project Management Unit (PMU)

- Provide the day-to-day management directing all implementation activities.
- Manage the allocated financial resources in accordance with the regulations, rules and directives of the UNDP and the Executing Agency.
- Manage and supervise the staff and their performance.
- Manage and coordinate all technical and scientific resources.
- Prepare an Overall Work Plan and Budget, the Yearly Work Plans and Budgets; Mid-year Progress and Financial Reports; Annual Provisional Financial Reports; Annual Progress and Financial Reports; and the Final Progress and Financial Report, to be submitted for approval to the Project Executive Committee, via UNDP, as per modalities and schedule described at Annex 4. The plans will include at minimum the following items:
 1. The defined outputs to be achieved,
 2. Ways and means to achieve the above outputs,
 3. The human resources needed, as well as the detailed Terms of Reference of the technical assistance to be contracted,
 4. The time schedule for the deployment of the technical assistance,
 5. The identification of milestones of the planned activities, as well as definition of all the reports (contents, time and task distribution, etc.) in order to monitor the project implementation status.
- Prepare the technical documents related to procurement for services and supplies, to be provided to UNDP for completing the bidding process.
- Develop, in collaboration with the relevant departments, the training need assessment of the staff in order to upgrade their level through selected courses.
- Prepare, with the assistance of the Program Coordination Unit and UNDP, the project log frame, defining the key indicators and means of verification.
- Liaise with the Implementing Agency, EEAA, UNDP, PCU, and relevant local institutions in order to ensure inter-departmental cooperation at field level for the best implementation of the project.
- Attend the Program Steering Committee meetings.
- Act as Technical Secretariat for the Project Executive Committee.

Develop and propose the work plans according to the context of the outputs and activities given in the project document with clear targets and a meaningful sequence.

Prepare reports to the PEC and the PSC on project performance and follow up on implementation of committee recommendations.

Ensure timely and cost effective implementation of the project activities and work plans and monitor the project results against set targets.

Monitor the use of project resources, request UNDP for purchase of equipment, office supplies, site materials and necessities, and arrange for its distribution.

Supervise staff activities, evaluate their performance and conduct staff performance appraisals on a regular basis.

Supervise and follow up on contracts for all project activities to ensure that inputs of consultants are coordinated and to ensure the high quality of their deliverables.

Brief the Implementing Agency on a regular basis about routine activities and problems; and submit periodic financial and technical reports or as requested.

Organize the Project Executive Committee (PEC) meetings and attend Program Steering Committee (PSC) meetings.

Establish and ensure synergies with the other EIECP components of the Program, in particular with the Wadi Rayan Protected Area.

Circulate information concerning the project, its activities and the wider activities of other institutions with activities specifically concerning the project.

Assist and advise local stakeholder agencies in the implementation of their activities under the project.

Provide necessary information and needed assistance to the evaluation missions to be conducted.

Represent the project in relevant seminars and meetings and disseminate project information.

Ensure that local experience, success stories, lessons learned and other useful information are collected systematically and distributed.

Mobilize additional resources for the project and develop linkages with similar initiatives and concerned parties.

Annex 8

ISSEM Budget

Item	Unit Price (x 1000) LE	Quantity m/m	Totals (x 1000) LE	It DGCD (x 1000)		It DS (x 1000)		Total (x 1000) LE			
				Euro	\$ equiv.	LE equiv.	LE	\$ equiv.	eur equiv.	LE	\$ equiv.
10											
Project Personnel											
11 International Personnel for TOEMMAS											
11.01	45.00	12	540.00	120.00	149.25	919.40		919.40	149.25	120.00	
*Technical Co-manager (from DGCD)											
11.02	36.00	22	792.00	176.00	218.91	1348.46		1348.46	218.91	176.00	
Archaeological heritage (Pisa)											
11.03	45.00	4	180.00	40.00	49.75	306.47		306.47	49.75	40.00	
Scientific Director (Pisa)											
11.04	45.00	22	990.00	220.00	273.63	1685.57		1685.57	273.63	220.00	
Administrative Co-manager (Pisa)											
12			2502.00	556.00	691.54	4259.90	0.00	4259.90	691.54	556.00	
<i>Subtotal Intern. Consultants</i>											
13 Administrative Support from Pisa											
13.01	4.05	48	194.40	43.20	53.73	330.99		330.99	53.73	43.20	
Accountant (1), Secretary (1)											
13.02	1.35	48	64.80	14.40	17.91	110.33		110.33	17.91	14.40	
TOEMMAS Secretary (1), Assistant (1)											
13.03	1.80	72	129.60	28.80	35.82	220.66		220.66	35.82	28.80	
Drivers (3)											
13.04	3.15	24	43.20	9.60	11.94	73.55		73.55	11.94	9.60	
Photographer											
13.05	2.70	24	64.80	14.40	17.91	110.33		110.33	17.91	14.40	
Admin. Support- Pisa											
14			496.80	110.40	137.31	845.85	0.00	845.85	137.31	110.40	
<i>Subtotal Admin. Support</i>											
16 Mission costs											
16.01	3.15	8	25.20	5.60	6.97	42.91		42.91	6.97	5.60	
*Technical Co-manager (DGCD)											
16.02	3.15	10	31.50	7.00	8.71	53.63		53.63	8.71	7.00	
Egypt-Italy air travel											
17			56.70	12.60	15.67	96.54	0.00	96.54	15.67	12.60	
<i>Subtotal Mission Costs</i>											
*Both budget lines will be managed directly by DGCD-Rome											
17 National Personnel											
Support to TOEMMAS											
17.01	3.60	48	172.80	38.40	47.76	294.21		294.21	47.76	38.40	
Tech. & Admin. Co-managers (2)											
17.02	1.57	24	37.80	8.40	10.45	64.36		64.36	10.45	8.40	
Senior Egyptologist											
17.03	1.57	24	37.80	8.40	10.45	64.36		64.36	10.45	8.40	
Senior Environment Specialist											
17.04	1.57	24	37.80	8.40	10.45	64.36		64.36	10.45	8.40	
Senior Monitoring Specialist											

ISSEM Budget

Item	Unit Price (x 1000) LE	Quantity m/m	Totals (x 1000) LE	It DGCD (x 1000)		It DS (x 1000)		Total (x 1000) LE			
				Euro	\$ equiv.	LE equiv.	LE	\$ equiv	LE	\$ equiv	eur equiv
17.05	Senior Conservator Specialist	1.57	24	37.80	8.40	10.45	64.36	64.36	10.45	8.40	
17.06	Senior GIS Specialist	1.57	24	37.80	8.40	10.45	64.36	64.36	10.45	8.40	
17.07	Junior Archaeologist	1.12	24	27.00	6.00	7.46	45.97	45.97	7.46	6.00	
17.08	Junior Environmental Specialist	0.90	24	21.60	4.80	5.97	36.78	36.78	5.97	4.80	
17.09	Handicraft Experts	0.90	48	43.20	9.60	11.94	73.55	73.55	11.94	9.60	
17.11	Agriculture Planning Experts (2)	0.90	48	43.20	9.60	11.94	73.55	73.55	11.94	9.60	
17.12	Preservation Experts (2)	0.90	48	43.20	9.60	11.94	73.55	73.55	11.94	9.60	
17.13	Topography Experts (2)	0.90	48	43.20	9.60	11.94	73.55	73.55	11.94	9.60	
17.14	CAD Experts (6)	0.90	144	129.60	28.80	35.82	220.66	220.66	35.82	28.80	
17.15	Microsoft Office Experts (4)	0.90	96	86.40	19.20	23.88	147.10	147.10	23.88	19.20	
17.16	Computer Graphics Experts (4)	0.90	96	86.40	19.20	23.88	147.10	147.10	23.88	19.20	
17.16	GIS Experts (4)	0.90	96	86.40	19.20	23.88	147.10	147.10	23.88	19.20	
	<i>Subtotal Support to TOEMMAS</i>			972.00	216.00	268.66	1654.93	1654.93	268.66	216.00	
	<i>Medinet Madi field staff</i>										
17.17	Site Director, SCA	3.60	8	28.80	6.40	7.96	49.03	49.03	7.96	6.40	
17.18	Foremen (2)	1.12	24	27.00	6.00	7.46	45.97	45.97	7.46	6.00	
17.19	Skilled Workers (20)	0.90	240	216.00	48.00	59.70	367.76	367.76	59.70	48.00	
17.2	Unskilled Workers (30)	0.67	360	243.00	54.00	67.16	413.73	413.73	67.16	54.00	
17.21	Restorers (5)	1.35	60	81.00	18.00	22.39	137.91	137.91	22.39	18.00	
17.22	Heavy equipment operator	1.80	6	10.80	2.40	2.99	18.39	18.39	2.99	2.40	
17.23	Archaeological Rangers (2)	1.80	48	86.40	19.20	23.88	147.10	147.10	23.88	19.20	
	<i>Subtotal Medinet Madi staff</i>			693.00	154.00	191.54	1179.90	1179.90	191.54	154.00	
	<i>Saggara field staff</i>										
17.23	Site Director, SCA	3.60	8	28.80	6.40	7.96	49.03	49.03	7.96	6.40	
17.24	Foremen (2)	1.80	12	21.60	4.80	5.97	36.78	36.78	5.97	4.80	
17.25	Skilled workers (10)	1.35	60	81.00	18.00	22.39	137.91	137.91	22.39	18.00	
17.26	Unskilled workers (20)	0.90	120	108.00	24.00	29.85	183.88	183.88	29.85	24.00	
17.27	Restorers (5)	1.80	30	54.00	12.00	14.93	91.94	91.94	14.93	12.00	

ISSEM Budget

Item	Unit Price (x 1000) LE	Quantity m/m	Totals (x 1000) LE	It DGCD (x 1000)		It DS (x 1000)		Total (x 1000) LE		
				Euro	\$ equiv.	LE equiv.	LE	\$ equiv	LE	eur equiv
<i>Subtotal Saqqara field staff</i>			293.40	65.20	81.09	499.54		499.54	81.09	65.20
17.99 Subtotal National Personnel			1947.60	432.80	538.31	3315.98		3315.98	538.31	432.80
19 Total Project Personnel			4938.30	1114.20	1385.82	8536.66	0.00	8536.66	1385.82	1114.20
20 Contracts										
<i>21 Contract A- M. Madi Site Improvements</i>										
21.01 Rehabilitate road MM-WRPA	81.00	Lump	81.00	18.00	22.39	137.91		137.91	22.39	18.00
21.02 Information panels	4.50	16	72.00	16.00	19.90	122.59		122.59	19.90	16.00
21.03 Visitor's center	225.00	1	225.00	50.00	62.19	383.08		383.08	62.19	50.00
21.04 Archaeological site arrangements	157.50	1	157.50	35.00	43.53	268.16		268.16	43.53	35.00
21.99 Subtotal Contract A			535.50	119.00	148.01	911.74	0.00	911.74	148.01	119.00
<i>22 Contract B- Saqqara site Improvements</i>										
22.01 Information panels	4.50	20	90.00	20.00	24.88	153.23		153.23	24.88	20.00
22.02 Visitor Center	360.00	lump	360.00	80.00	99.50	612.94		612.94	99.50	80.00
22.03 Tomb restoration	0.90	14	1260.00	280.00	348.26	2145.27		2145.27	348.26	280.00
22.04 Transform Arch. Storage area to museum	225.00	lump	225.00	50.00	62.19	383.08		383.08	62.19	50.00
22.05 Rehabilitate internal setting	450.00	1	450.00	100.00	124.38	766.17		766.17	124.38	100.00
22.99 Subtotal Contract B			2385.00	530.00	659.20	4060.70		4060.70	659.20	530.00
<i>23 Contract C-Agreed Consultants</i>										
23.01 Agreed Consultancy overhead	413.55	1	413.55	91.90	114.30	704.11		704.11	114.30	91.90
23.99 Subtotal Contract C			413.55	91.90	114.30	704.11		704.11	114.30	91.90
29 Total Contracts			3334.05	740.90	921.52	5676.55	0.00	5676.55	921.52	740.90
30 Training										
<i>32 Training given in Egypt</i>										
32.01 Consultants (6) for Capac. Building	36.00	24	864.00	192.00	238.81	1471.04		1471.04	238.81	192.00
32.02 Consultants (5) on professional develop.	36.00	5	180.00	40.00	49.75	306.47		306.47	49.75	40.00
32.99 Subtotal Training			1044.00	232.00	288.56	1777.51	0.00	1777.51	288.56	232.00

ISSEM Budget

Item	Unit Price (x 1000) LE	Quantity m/m	Totals (x 1000) LE	It DGCD (x 1000)		It DS (x 1000)		Total (x 1000) LE					
				Euro	\$ equiv.	LE equiv.	LE	\$ equiv.	LE	\$ equiv.	eur equiv		
33													
33.01	604.00	lump	604.00	134.40	167.16	1029.73			1029.73	167.16	134.40		
33.02	201.60	lump	201.60	44.80	55.72	343.24			343.24	55.72	44.80		
33.03	2.70	128	345.60	76.80	95.52	588.42			588.42	95.52	76.80		
33.04	5.40	lump	5.40	120.00	149.25	919.40			919.40	149.25	120.00		
33.05	36.00	8	288.00	64.00	79.60	490.35			490.35	79.60	64.00		
33.06	3.15	91	286.65	63.70	79.23	488.05			488.05	79.23	63.70		
33.07	0.45	62	27.90	6.20	7.71	47.50			47.50	7.71	6.20		
33.08	2.70	24	64.80	14.40	17.91	110.33			110.33	17.91	14.40		
			1823.95	524.30	652.11	4017.02			4017.02	652.11	524.30		
39 Total Training			3403.35	756.30	940.67	5794.54	0.00	0.00	5794.54	940.67	756.30		
40 Equipment													
45.01	216.00	1	216.00	48.00	59.70	367.76			367.76	59.70	48.00		
45.02	675.00	1	675.00	150.00	186.57	1149.25			1149.25	186.57	150.00		
45.03	540.00	1	540.00	120.00	149.25	919.40			919.40	149.25	120.00		
45.04	112.50	2	225.00	50.00	62.19	383.08			383.08	62.19	50.00		
45.05	67.50	1	67.50	15.00	18.66	114.93			114.93	18.66	15.00		
45.06	45.00	1	45.00	10.00	12.44	76.62			76.62	12.44	10.00		
45.07	9.90	18	178.20	39.60	49.25	303.40			303.40	49.25	39.60		
45.08	1.80	9	16.20	3.60	4.48	27.58			27.58	4.48	3.60		
45.09	4.50	2	9.00	2.00	2.49	15.32			15.32	2.49	2.00		
45.1	45.00	1	45.00	10.00	12.44	76.62			76.62	12.44	10.00		
45.11	90.00	2	180.00	40.00	49.75	306.47			306.47	49.75	40.00		
45.12	27.00	1	27.00	6.00	7.46	45.97			45.97	7.46	6.00		
45.13	20.25	1	20.25	4.50	5.60	34.48			34.48	5.60	4.50		
45.14	90.00	1	90.00	20.00	24.88	153.23			153.23	24.88	20.00		
45.15	9.00	6	54.00	12.00	14.93	91.94			91.94	14.93	12.00		
45.16	0.90	72	72.90	16.20	20.15	124.12			124.12	20.15	16.20		

ISSEM Budget

Item	Unit Price (x 1000) LE	Quantity m/m	Totals (x 1000) LE	It DGCD (x 1000)		It DS (x 1000)		Total (x 1000) LE		
				Euro	\$ equiv.	LE equiv.	LE	\$ equiv	LE	
45.16	"Dumper" O&M	1.35	6	8.10	1.80	2.24	13.79	13.79	2.24	1.80
49	Total Equipment			2469.15	548.70	682.46	4203.97	4203.97	682.46	548.70
50	Miscellaneous									
52	Reporting costs									
52.01	Publications	225.00	1	225.00	50.00	62.19	383.08	383.08	62.19	50.00
52.02	Project workshops	67.50	2	135.00	30.00	37.31	229.85	229.85	37.31	30.00
52.03	Fayoum Advertising campaign	45.00	1	45.00	10.00	12.44	76.62	76.62	12.44	10.00
52.04	Medinet Madi depliants	54.00	1	54.00	12.00	14.93	91.94	91.94	14.93	12.00
52.99	<i>Subtotal Reporting Costs</i>			459.00	102.00	126.87	781.49	781.49	126.87	102.00
53	Sundries									
53.1	Office running expenses	259.20	1	259.20	57.60	71.64	441.31	441.31	71.64	57.60
53.2	Office rehabilitation	108.00	1	108.00	24.00	29.85	183.88	183.88	29.85	24.00
53.99	<i>Subtotal Sundries</i>			367.20	81.60	101.49	625.19	625.19	101.49	81.60
59	Total Miscellaneous			826.20	183.60	228.36	1406.69	1406.69	228.36	183.60
90	PROJECT TOTAL			15046.65	3343.70	4158.83	25618.40	25618.40	4158.83	3343.70
100	Cost Sharing									
101	Country Government									
101	Debt Swap							0.00	0.00	0.00
103	Third Party (Italian DGCD)				3343.70	4158.83	25618.40			
109	Total Cost Sharing							25618.40	4179.18	3560.66
	UNDP Overhead			703.35	156.30	194.40	1197.52	0.00	0.00	166.44
	Total			15750.00	3500.00	4353.23	26685.32	26815.92	4374.54	3727.11

Annex 9
Bibliography

Marchetti Marco – Tarek Genena, 29 October 2002. Project Document- Institutional Support to SCA for Environmental Monitoring and Management of Cultural Heritage Sites: Applications to Fayoum Oasis and North Saqqara Necropolis. 51 pgs plus annexes.

**THIRD-PARTY COST-SHARING AGREEMENT
BETWEEN THE DIRECTORATE GENERAL OF COOPERATION FOR DEVELOPMENT OF
THE ITALIAN MINISTRY OF FOREIGN AFFAIRS (THE DONOR) AND
THE UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)**

WHEREAS a Memorandum of Understanding (hereinafter referred as the “MoU”) for the implementation of the Egyptian Italian Environmental Cooperation Program – Phase II (hereinafter referred to as the “Program”) in Egypt has been signed between the Italian Government and Egyptian Government on 5 November 2003,

WHEREAS the Donor hereby agrees to contribute funds to UNDP on a cost-sharing basis for the implementation of the Program, which is described in the UNDP Project Documents (Annex 1) that has to be considered as integral part of the present Agreement,

WHEREAS the Management Committee of the Debt-for-Development Swap approved the Counterpart funds of the Program on 2 April 2003 according to clause 3.2 of Art. 3 of the Agreement on Debt-for-Development Swap signed between the Italian Government and Egyptian Government on 19 February 2001,

WHEREAS UNDP is prepared to receive and administer both the contributions for the implementation of the Program,

WHEREAS the Government of Egypt has been duly informed of the contribution of the Donor to the Program,

WHEREAS the Egyptian Government has designated the Egyptian Environmental Affairs Agency (EEAA) as National Executing Agency of the Program,

WHEREAS the MoU has agreed that pertinent and competent Authorities will implement each project as Implementing Agency,

WHEREAS the MoU has agreed that designated Agreed Consultancies will perform the technical assistance services, including transfer of technology, training and scientific dissemination,

NOW THEREFORE, UNDP and the Donor hereby agree as follows:

Article I. The Contribution

1. The Donor shall, in accordance with the schedule of payments set out below (Jan 2004- Dec 2006), contribute to UNDP the amount of Euro 8.010.527,00. The contribution shall be deposited in the:

UNDP Euro Contributions Account
Account# 600862722022
Bank of America
One Alie Street, London
Swift Address: BOFAGB22

2. UNDP headquarters and country office shall provide to the Donor and to EEAA, for all the projects of the Program, the following plans and reports prepared in accordance with UNDP accounting and reporting procedures, and approved by the Project Executive Committees.

The attached Annex 3 shows the schedule for the submission of the plans and reporting documents. This schedule is set in order to meet the requirements and procedures defined by both the “MoU” and the Management Committee for Debt Swap Counterpart funds.

2.1 Project Work Plans

- a) *Overall work plan and related budget*, to be submitted within five months from the beginning of project activities
- b) *Yearly work plans and related budgets*. The first work plan should be submitted within five months from the beginning of project activities; the second and third work plans should be submitted one month before the end of the previous financial years. The Donor cannot release the second and third year installments unless the work plans and budgets are approved by the relevant Project Executive Committee.

2.2 Project Progress and Financial Reports

- a) *Mid-year progress and financial reports*, to be submitted not later than two months after the end of the relevant semester. These reports will include the progress of the activities and a detailed statement of the expenditure done by budget lines.
- b) *Annual provisional financial reports*, to be submitted one month before the end of the relevant financial years. These reports will be based on actual expenditure from January to September and the expected expenditure from October to December. It is worth mentioning that the second and third year installments cannot be released unless the annual provisional financial reports are approved respectively by the Project Executive Committee for Italian multi-bilateral funds, and by the Management Committee of Debt Swap for the Counterpart funds.
- c) *Annual progress and financial reports*, to be submitted not later than two months after the end of the relevant financial years. These reports will include the progress of the activities and a detailed statement of the expenditure done by budget lines.
- d) *Final progress and financial report*, to be submitted not later than three months from the date of financial completion of the relevant project. This report will include the progress of the activities and a detailed statement of accounts showing income and expenditure by year and by budget lines. The final report should illustrate the results of the monitoring and evaluations activities, highlighting the lessons learned and recommendations.

4. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be returned to the Donor unless otherwise agreed in writing.

Article VIII. Termination of the Agreement

1. After consultations have taken place between the Donor, UNDP and the Government of Egypt, and provided that the payments already received are, together with other funds available to the Program, sufficient to meet all commitments and liabilities incurred in the implementation of the Program, this Agreement may be terminated by UNDP or by the Donor. The Agreement shall cease to be in force 30 (thirty) days after either of the Parties has given notice in writing to the other Party of its decision to terminate the Agreement.

2. Notwithstanding termination of this Agreement, UNDP shall continue to hold unutilized payments until liabilities incurred in implementation of the Program up to the date of termination have been satisfied and Program activities brought to an orderly conclusion.

3. Any payments that remain unexpended after such commitments and liabilities have been satisfied shall be returned to the Donor unless otherwise agreed in writing.

Article IX. Amendment of the Agreement

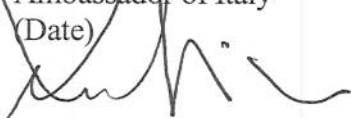
The Agreement may be amended through an exchange of letters between the Donor and UNDP. The letters exchanged to this effect shall become an integral part of the Agreement.

Article X. Entry Into Force

This Agreement shall enter into force upon signature and deposit by the Donor of the first contribution-payment to be made in accordance with the schedule of payments set out in Article I, paragraph 1 of this Agreement.

IN WITNESS WHEREOF, the undersigned, being duly authorized thereto, have signed the present Agreement in the English language in two copies.

For the Donor:
Mr. Antonio Badini
Ambassador of Italy
(Date)



18 FEB 2004

For the United Nations Development Programme:
Mr. Antonio Vigilante
Resident Representative
(Date)

18 FEB 2004



**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES
TO THE FOLLOWING EIGHT PROJECTS:**

EGY/03/011	Legal and Institutional Framework Project (LIFP)
EGY/03/012	The Solid Waste Project in El Minya Governorate (SWMM)
EGY/03/013	Institutional Support to the Supreme Council of Antiquities for Environmental Monitoring and Management of Cultural Heritage Sites: Fayoum Oasis and North Saqqara (ISSEM)
EGY/03/014	Decision Support Systems Project for Water Resources Management (DSS)
EGY/03/015	Capacity Building and Institutional Support to Nature Conservation Sector (NCS)
EGY/03/016	Wadi el Rayan Protected Area (WRPA)
EGY/03/017	Gabal Elba Protected Area (GEPA)
EGY/03/018	Siwa Environmental Amelioration Project (SEAP)

1. Reference is made to consultations between the Italian Cooperation, the Egyptian Environmental Affairs Agency (EEAA) being the institution designated by the Government of Egypt, and officials of UNDP with respect to the provision of support services by the UNDP Country Office - Program Support Team (PST) for the eight nationally managed projects (stated above) to be supported by UNDP, as part of the Egyptian-Italian Environment Cooperation Program (EIECP) Phase II.
2. In accordance with the provisions of the Cost Sharing Agreement and the UNDP Project Documents, the UNDP Country Office shall provide support services for the eight projects as described below.
3. The technical assistance services are provided by the Agreed Consultancies for each project. In the case of the LIFP and SWMM projects mentioned-above, UNDP was selected as the Agreed Consultancy. (Refer to *Part IV Implementation Support* for technical support services provided by UNDP for these two projects).

The UNDP-PST will provide support services to the eight projects mentioned-above in the form of operational, financial and technical support according to UNDP National Execution (NEX) guidelines.

Support services to be provided:

I. OVERALL SUPPORT

The implementation arrangements, as agreed for the Program, as well as those identified on a project-by-project basis according to the needs, allow for:

- (i) Centralizing purchase of equipment and supplies;
- (ii) Standardizing sub-contracts of all institutions involved in the Program;
- (iii) Standardizing Program staff salaries and other administrative procedures;

III. FINANCIAL SUPPORT

The administration of Program funds and their timely disbursement to the Project Management Units (PMUs) will be made according to the approved work plans and budgets. UNDP-PST will also provide the following services:

- 1) Train Project Teams on National Execution (NEX) procedures and guidelines.
- 2) Prepare/revise project budgets bi-annually or as required.
- 3) Review advance requests against work plans and previous expenditures ensuring appropriate use of funds and transfer of advances.
- 4) Process direct payments as requested by projects.
- 5) Ensure yearly audit of projects and implementation of audit recommendations.
- 6) Assist projects in providing financial reports as required.

IV. TECHNICAL SUPPORT

- 1) Support the project teams in translating the logical framework from the UNDP Project Documents into an annual work plan with appropriate indicators, targets, and output-based budgeting.
- 2) Monitor progress through review of work plans and regular site visits.
- 3) Assist projects with yearly self-assessment and forward planning.
- 4) Undertake mid-term, final and post evaluations as required, preparing TORs in collaboration with PCU and EEAA, recruiting the evaluation team and reviewing reports.
- 5) Assist the PCU in preparing, on yearly basis, the consolidated Progress Report and Financial Statement of the Program, to be submitted to the Program Steering Committee.

V. REPORTING & ADHERENCE TO UNDP RULES & REGULATIONS

UNDP will ensure the general administration and reporting features, as per Article III of the present Cost Sharing Agreement.

VI. IMPLEMENTATION SUPPORT

In addition to the above support services, UNDP-PST will facilitate the implementation of the following two projects through providing technical assistance services, substantive technical backstopping, and overall monitoring and evaluation.

- EGY/03/011 Legal and Institutional Framework Project (LIFP)
- EGY/03/012 The Solid Waste Project in El Minya Governorate (SWMM)

Annex (3) Schedule for the Submission of Project Work Plans and Reporting Documents

Years	Jan	Feb.	Mar	April	May	June	July	Aug.	Sep	Oct	Nov	Dec
04					Overall Work plan and Related Budget 04 to 06	<i>Project Executive Committee</i>		Mid-Year Progress Reports Jan-Jun 04			2004 Provisional Annual Financial Report*	<i>Project Executive Committee</i>
05		Mid-Year Progress Reports July-Dec.04			2004 yearly work plan and related budget						2005 Yearly work plans and related budgets	
		Annual Progress and Financial Report Jan-Dec. 04				<i>Project Executive Committee</i>		Mid-Year Progress Reports Jan-Jun. 05			2005 Provisional Annual Financial Report*	<i>Project Executive Committee</i>
06		Mid-Year Progress Reports July-Dec.05									2006 Yearly work plans and related budgets	
		Annual Progress and Financial report Jan-Dec 05				<i>Project Executive Committee</i>		Mid-Year Progress Reports Jan-Jun.06				<i>Project Executive Committee</i>
07		Mid-Year Progress Reports July-Dec.06	Final Report 04-06									
		Annual Progress and Financial report Jan-Dec 06										

* Based on 9 Months (Jan. to Sept.) Financial Statement and 3 Months (Oct. to Dec.) expected expenditures