

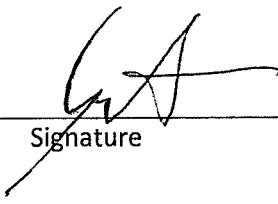


# Initiation Plan / GEF PPG

Empowered lives.  
Resilient nations.

<b>Project Title:</b> Seventh Operational Phase of the GEF Small Grants Programme in Egypt	
<b>Country:</b> Egypt	
<b>Country Programme Outcome:</b> By 2022 Egypt's natural resources, including urban environments, are managed in an equitable, sustainable and productive manner to increase incomes, reduce food insecurity, and mitigate environmental hazards	
<b>Gender Marker rating:</b> GEN2	
<b>SESP Pre-Screening Categorization:</b> <i>Moderate</i>	
Initiation Plan Start Date: 19 December 2019 Initiation Plan End Date: 19 June 2021	
ATLAS Award ID: 00124248	<b>Total budget:</b> <b>US\$ 50,000</b>
ATLAS Project/Output ID: 00119250	Allocated resources:
PIMS number: 6449	• GEF <b>US\$ 50,000</b>
Management Arrangement: Agency Implementation (UNOPS)	

AGREED BY:

		15/01/2020
Randa Aboul-Hosn UNDP Resident Representative UNDP Egypt Country Office	Signature	Date

UNOPS	Signature	Date
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## I. BRIEF DESCRIPTION OF THE INITIATION PLAN/GEF PPG

### **Objective & Final Outputs**

The objective of the GEF PPG is to develop the PIF into a full project: *Seventh Operational Phase of the GEF Small Grants Programme in Egypt*. As described in the PIF this project aims to build social, economic, and socio-ecological resilience in Greater Cairo, Fayoum, Delta, and Upper Egypt landscapes in Egypt through community-based activities for global environmental benefits and sustainable development. The project will provide GEF financing of the GEF SGP and be executed following the SGP Operational Guidelines. Please see the PIF for more detailed description of the proposed project.

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

- GEF Council approved PIF;
- SESP pre-screening (of PIF);
- Comments from GEF Secretariat, Council, STAP;
- Annotated UNDP-GEF Project Document Template and associated guidance included therein
- UNDP policies and procedures;
- UNDP-GEF guidance notes on GEF project development (which will be provided by the RTA) and
- GEF policies, in particular GEF policies on: Project Cancellation; Fee Policy for GEF Partner Agencies; Project and Program Cycle; and Minimum Fiduciary Standards for GEF Partner Agency (in particular sections dealing with the required separation of oversight and execution support services). All GEF policies are available [here](#).

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc), using the latest standard template (currently dated September 2019);
2. Mandatory annexes to the ProDoc listed in the Annotated UNDP-GEF Project Document Template;
3. GEF CEO Endorsement Request and all mandatory annexes; and
4. Validation Workshop report.

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

### **Key Dates for the GEF PPG**

<b>Milestone</b>	<b>Date</b>	<b>Notes</b>
<b>Internal submission date for UNDP-GEF review and clearance</b>	<i>19 October 2020</i>	Within 10 months of PIF approval for FSPs. Date to be confirmed with RTA during PPG. Date for RTA clearance will be prior to this date and needs to be confirmed with the RTA.
<b>First GEF Submission Deadline for CEO Endorsement</b>	<i>19 December 2020</i>	First submission must be within 12 months of PIF approval for FSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
<b>CEO Endorsement Deadline after which the</b>	<i>19 June 2021</i>	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the

project will be cancelled if not endorsed		project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.
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### **Management Arrangements**

In keeping with past best practice, as well as GEF policy regarding Upgrading Country Programs, UNOPS is the Implementing Partner and will be responsible for managing the GEF PPG budget in full consultation with the UNDP-GEF Global Coordinator for the SGP Upgrading Country Programmes and the Egypt CO. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

UNOPS will be responsible for contracting the consultants and making payments for goods and services associated with IP implementation. The international consultant will work under the guidance of the Global Coordinator of the SGP Upgrading Country Programmes, in cooperation with the SGP National Coordinator, an expert Local Consultant and relevant UNDP CO staff supporting project development. The SGP National Steering Committee will review the draft Project Document and provide comments and recommendations in a timely fashion prior to submission of the ProDoc to UNDP-GEF for onward submission to the GEF Secretariat. The Global Coordinator will ensure that the final drafts of the ProDoc, CEO Endorsement Request and other products of the Initiation Plan are of the appropriate quality and standards of UNDP, as well as GEF.

The GEF PPG team will be composed of the following:

1. International GEF Project Development Specialist (GEF PPG Team Leader)
2. National Biodiversity and Community-based participatory landscape planning and management Specialist (Lead National Consultant)
3. National Gender and Safeguards Specialist
4. National Specialist in Community-based Climate Change Mitigation

Draft Terms of Reference (TORs) for each team member is included in Annex 2 of this Initiation Plan.

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## II. STAKEHOLDER ENGAGEMENT, PUBLIC DISCLOSURE AND OTHER REQUIREMENTS

To ensure strong country ownership, and in line with the stakeholder engagement requirements outlined in UNDP's Social and Environmental Standards (SES), the SES Guidance Note of Stakeholder Engagement, the GEF's Guidelines on the Implementation of the Policy on Stakeholder Engagement and the GEF Policy on Gender Equality, the development of the project to be undertaken during this GEF PPG phase will be done in full consultation and close engagement with government, CSO and other relevant stakeholders – in particular those who will benefit from and be directly involved in the implementation of the project (i.e. direct project beneficiaries) and those who may be impacted (positively or negatively) by the project. Stakeholder Engagement and analysis must be conducted in an inclusive and gender-responsive manner, so that the rights of women and men and the different structural barriers, knowledge, needs, roles and interests of women and men are recognized and addressed. A list of these stakeholders will be prepared and included in Annex to the project document.

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

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

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

See the SES Supplemental Guidance on Disclosure for more information.

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### III. GEF PPG ACTIVITIES

#### Component A: Preparatory Technical Studies & Reviews

The following technical studies and reviews will be conducted, building on the PIF and the comments received to the PIF (e.g. from GEF Council and STAP).

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

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

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

##### b. Gender Analysis

A gender analysis will be prepared to fully consider the different needs, roles, benefits, impacts, risks, differential access to and control over resources of women and men (including considerations of intersecting categories of identity such as age, social status, ethnicity, marital status, etc.) and to identify appropriate measures to address these and promote gender equality and women's empowerment. See guidance available [here](#).

##### c. Social and Environmental Standards: Screening and Assessments

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase determined the overall risk categorization of this project as Moderate and highlighted potential safeguard risks to be further assessed during the PPG phase.

The required targeted assessment(s) of the risks related to: Gender Equality and Women's Empowerment, and stakeholder engagement will be undertaken. The assessments will identify ways to avoid negative environmental and social impacts where possible and if risk avoidance is not possible, then mitigation and management measures must be identified. These will be reflected in the required Gender Mainstreaming Plan and comprehensive Stakeholder Engagement Plan.

Per the SESP pre-screening, a range of other potential moderate risks were identified triggering potentially all SESP principles and standards. Based on the pre-screening, these are considered possible to manage through the design of the project and do not require additional management plans beyond those identified above. These potential risks will be assessed further during the PPG phase.

##### d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project demonstration sites (landscapes) will be identified and detailed, ensuring that geo-referencing is clearly presented for all targeted project areas and surrounding landscapes. This should include providing geographic coordinates, maps and shapefiles for inclusion in the ProDoc. The following sites have been identified at the PIF stage as target geographies, to be further refined during PPG implementation:

- I. Greater Cairo Landscape;
- II. Fayoum Landscape;
- III. Delta Landscape;
- IV. Upper Egypt Landscape;

Potential safeguards risks will be identified giving consideration to all project sites.

**e. Financial planning, co-financing and investment mobilized**

Co-financing and investment mobilized – as defined in the GEF Policy and Guidelines on co-financing - will be confirmed, and additional sources identified through a series of consultations with partners to ensure a coherent and sustainable financing package for the project, including post-GEF grant phase to the extent possible. The GEF is seeking high co-financing/investment mobilized to GEF grant ratios with a preference for grants, loans and other public investments over in-kind co-financing. The GEF also expects the Government to significantly support the costs associated with project execution (i.e. PMC).

**f. Stakeholder analysis**

Building on the initial identification of stakeholders in the PIF, an appropriately scaled analysis of project stakeholders will be undertaken. This stakeholder analysis will provide the foundation for development of the project's comprehensive Stakeholder Engagement Plan and will facilitate prioritization of engagement activities with particular stakeholder groups and individuals. See the [UNDP SES Guidance Note on Stakeholder Engagement](#).

**g. Appraise and formulate the most appropriate project implementation and execution modality**

The design of the project will comply with the UNDP's Program and Operations Policy and Procedures (POPP), Financial Regulations, and Programme and Project Management and Quality Standards, and UNDP-GEF guidance (which will be provided by the RTA). A full assessment of the most appropriate project implementation and management arrangements will be carried out in full consultation with the UCP Global Coordinator and Technical Advisor, UNDP Country Office, Resident Representative (or their Deputy), the relevant government coordinating agency, and the GEF OFP.

Where possible and feasible, UNDP should not have a role in project execution as project execution is the primary responsibility of the selected Implementing Partner (see UNDP-GEF Guidance Note for further information). Therefore, an assessment and the selection of the most appropriate Implementing Partner and/or third parties (Responsible Parties) with full capacity to execute the project must be carried out.

Project management arrangements need to be discussed and agreed early in the PPG phase. During the first two months of the PPG phase:

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.

- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible.  
If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)) Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.

UNDP can only provide execution support to the Implementing Partner if the associated costs are covered by non-GEF resources. This support should be confirmed in a separate arrangement between the UNDP CO and the Government and should not be referenced in the UNDP-GEF project document or other documentation that requires GEF approval. This separate arrangement should be confirmed and included in the final UNDP-GEF project document to be signed by UNDP and the Implementing Partner.

#### **h. Other required studies**

As detailed in the individual consultant TOR in Annex 2, and as further specified in the PPG work plan, and subsequent direction from the PPG Team Leader during the course of the PPG period.

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

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed, and the GEF CEO Endorsement Request will be prepared. See additional guidance notes below.

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

Preparation of the UNDP-GEF ProDoc includes a specific focus on the following areas, which do not exhaustively capture the required ProDoc content:

#### **a. Stakeholder Engagement Plan:**

Based on the consultations undertaken during the PPG phase, a comprehensive Stakeholder Engagement Plan will be developed.

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

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');



- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.

For fully designed projects with a SESP rating of Moderate or High:

- A project-level Grievance Redress Mechanism (GRM) will be described in the comprehensive Stakeholder Engagement Plan and established in the first year of project implementation. See the [UNDP guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

See the [UNDP SES guidance on Stakeholder Engagement](#), the [standard SEP template](#), and the [GEF guidelines on stakeholder engagement](#).

#### **b. Gender Action Plan and Budget**

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

See guidance available [here](#).

#### **c. Social and Environmental Standards: Screening and Management Measures**

In line with the assessments conducted during **Component A** (above) and [UNDP's Social and Environmental Standards \(SES\) policy and all associated SES Guidance Notes](#), the SESP will be updated and all risks identified in the SESP will be reflected in the risk table and risk section of the ProDoc.

Based on the required targeted assessment(s), the relevant stand-alone management plan(s) will be prepared: A Gender Mainstreaming Plan and a Comprehensive Stakeholder Engagement Plan (as outlined above). Per the pre-SESP, all other risks can be managed through the design of the project.

See the [SES Guidance Note on Assessment and Management](#) for further guidance. Please contact UNDP for additional information as needed.

#### **d. GEF Core Indicators**

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared. The completed Core Indicators worksheet—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The completed Core Indicator template—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

The Core Indicators will be used in the project's Results Framework, at the Objective level, where appropriate. See the GEF policy and guidance.

#### **e. Completion of the required official endorsement letters**

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

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

#### **f. Mandatory Annexes**

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team:

- Project map and Geospatial Coordinates of project sites
- Multi Year Work Plan
- Monitoring Plan
- UNDP Risk Log
- Overview of Technical Consultancies
- GEF 7 Taxonomy
- Initial Project Team Procurement Plan and TORs for key Project Team staff
- List of people consulted during project development.

Upon a request from the UNDP GEF UCP Global Coordinator and Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

#### **g. Project Management Arrangements**

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. Standard text from the governance and management arrangement from the GEF-7 template should never be removed. All PIFs approved as of 1 March 2019 are subject to the new [GEF cancellation policy](#). This means that consultation with GEF SEC on execution support must be agreed to during the PPG phase.

As the project to be prepared during this Initiation Plan is aimed at financing the SGP Egypt Upgraded Country Program during the Seventh Operational Phase of the GEF, the institutional arrangements for project development and implementation will keep the basic structure and composition as has been the norm over the past 15-20 years and which has been codified in the SGP Operational Guidelines, in line

with the parameters established and approved by the GEF Council under the GEF Programming Direction, SGP Implementation Arrangement and other relevant GEF Council decisions.

**Component C: Validation Workshop and Report**

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

### Total Budget and Work Plan for GEF PPG

<b>Atlas Award ID:</b>		00124248						
<b>Atlas Project/Output ID:</b>		00119250						
<b>Award Title:</b>		Seventh Operational Phase of the GEF Small Grants Programme in Egypt						
<b>Business Unit:</b>		EGY10						
<b>Project Title:</b>		Seventh Operational Phase of the GEF Small Grants Programme in Egypt						
<b>PIMS number:</b>		6449						
<b>Implementing Partner:</b>		UNOPS						
GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes	
Project preparation grant to finalize the UNDP-GEF project document for project  <i>Seventh Operational Phase of the GEF Small Grants Programme in Egypt</i>	UNOPS	62000	GEF TRUSTEE	71200	International Consultants	25,000	A	
				71300	Local Consultants	18,000	B1-B3	
				71600	Travel	4,000	C	
				72500	Supplies	500	D	
				74500	Miscellaneous Expenses	500	E	
				75700	Trainings, workshops	2,000	F	
						<b>PROJECT TOTAL</b>	<b>50,000</b>	

Budget Note	Items	Total estimated person weeks	Budget US\$	Budget Note
0	UNOPS Fees & CMDC			The UNOPS fees (6%), and CMDC costs are included in the total budget of 50,000
A	International GEF Project Development Specialist / PPG Team Leader	10	25,000	Please see Annex 2 for key responsibilities and qualifications.
B1	National Biodiversity and Community-based participatory landscape planning and management Specialist	6	12,000	
B2	National Gender and Safeguard Specialist	2	3,000	
B3	National Specialist in Community-based Climate Change Mitigation	2	3,000	
C	Travel	-	4,000	Travel for 2x IC mission to Egypt, plus local travel for IC and NC PPG team
D	Supplies	-	500	Supplies, stationary etc for consultations
E	Miscellaneous	-	500	Costs for translation etc.
F	Training, workshops, etc	-	2,000	Stakeholder workshops and consultation meetings with national and provincial stakeholders and with local communities in project landscape.

#### IV. GEF PPG IMPLEMENTATION SCHEDULE

PPG Activity	Month 1 JAN	Month 2 FEB	Month 3 MAR	Month 4 APR	Month 5 MAY	Month 6 JUN	Month 7 JUL	Month 8 AUG	Month 9 SEP	Month 10 OCT	Month 11 NOV	Month 12 DEC	Month 13 JAN	Month 14 FEB	Month 15 MAR	Month 16 APR
PPG team recruitment																
PPG inception																
Component A: Technical studies																
PPG mission / landscape visits																
Component B: ProDoc formulation																
Component C: Validation Workshop																
Delivery of outputs to RTA																
UNDP-GEF clearance processes																
GEF Secretariat submission deadline																
GEF Secretariat review (indicative)																

## V. MANDATORY ANNEXES

### Annex 1: GEF CEO PIF/PPG Approval Letter



**GLOBAL ENVIRONMENT FACILITY**  
INVESTING IN OUR PLANET

**Naoko Ishii**  
CEO and Chairperson

November 20, 2019

Mr. Pradeep Kurukulasuriya,  
GEF Executive Coordinator  
United Nations Development Programme  
One United Nations Plaza  
New York, NY 10017

Dear Mr. Kurukulasuriya:

I am pleased to inform you that I have cleared the project concept detailed below for inclusion in the upcoming work program. I have also approved your request for Project Preparation Grant.

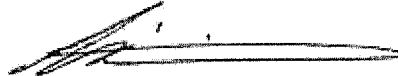
Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10360
Agency(ies):	UNDP
Agency(ies) ID:	6449
Focal Area:	Multi Focal Area
Project Type:	Full-sized Project
Country(ies):	Egypt
Name of Project:	Seventh Operational Phase of the GEF Small Grants Programme in Egypt
Indicative GEF Project Financing:	\$2,096,119
Indicative Agency Fee:	\$199,131
PPG:	\$50,000
PPG Fee:	\$4,750
Funding Source:	GEF Trust Fund

Indicative Agency Fee Commitment:					
Agency	Trust Fund	20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total (US\$)
UNDP	GEFTF	39,826	99,566	59,739	199,131
<b>Total</b>		<b>39,826</b>	<b>99,566</b>	<b>59,739</b>	<b>199,131</b>

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This PIF clearance and PPG approval are based on the understanding that the project is in conformity with GEF Trust Fund focal area strategies and with GEF policies and procedures. Please ensure that your final project document, having fully addressed all Secretariat, STAP and Council comments, will be endorsed within 18 months of Council approval of the work program.

Sincerely,



Naoko Ishii  
Chief Executive Officer and Chairperson

Copy to: Country Operational Focal Point, GEF Agencies, STAP, Trustee

**Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG)**

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Consultant 1:</b> International Project Development Specialist (GEF PPG Team Leader)</p> <p><b>Type:</b> IC</p> <p><b>Cost per person week:</b> US\$2,500</p> <p><b>Number of person weeks needed:</b> 10 (50 days)</p>	<p><b>Role</b></p> <p>The International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.</p> <p><b>Responsibilities and Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> <li>a. Define and submit a detailed methodology and work plan in consultation with the SGP National Coordinators and other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);</li> <li>b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and</li> <li>c. Verify and ensure that all project components are technically sound and cost effective.</li> </ol> </li> <li>2) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the national consultants, as detailed in their respective TORs:             <ol style="list-style-type: none"> <li>a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;</li> <li>b. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies;</li> <li>c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;</li> <li>d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;</li> <li>e. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;</li> <li>f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</li> <li>g. Lead and oversee the identification of opportunities for private sector engagement and co-financing;</li> </ol> </li> </ol>



	<p>h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;</p> <p>i. Oversee the consultations with partners regarding financial planning; and</p> <p>j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.</p> <p>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B): (50% Payment)</u></p> <p>With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:</p> <p>a. Develop, present and articulate the project's theory of change;</p> <p>b. Develop the Results Framework in line with UNDP-GEF policy;</p> <p>c. Develop a detailed Monitoring and Evaluation Plan and Budget;</p> <p>d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;</p> <p>e. Oversee and ensure the preparation of a Gender Action Plan and Budget;</p> <p>f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;</p> <p>g. Oversee the preparation of the required GEF Core Indicators and ensure these are supported by robust and validated data;</p> <p>h. Secure all co-financing letters;</p> <p>i. Prepare the indicative procurement plan (with UNDP CO support);</p> <p>j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;</p> <p>k. Ensure the completion of the required official endorsement letters; and</p> <p>l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.<sup>1</sup></p> <p>4) <u>Validation Workshop (Component C):</u></p> <p>a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;</p> <p>b. Oversee all necessary revisions that arise during the workshop; and</p> <p>c. Ensure completion of Validation Workshop Report.</p> <p>5) <u>Final Deliverables (50% Payment):</u></p> <p>a. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;</p> <p>b. Completion of the GEF CEO Endorsement Request;</p> <p>c. Finalized SESP (and stand-alone management plans as required);</p> <p>d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and</p> <p>e. Validation Workshop Report.</p>
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<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

	<p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as in economics, law, business administration, Natural Resources Management, Conservation Biology or Sustainable Development, social sciences with a specialization in environment and development, or or any other relevant study area. A Bachelor’s degree with additional years of relevant experience will be accepted in lieu of a Master’s degree;</li> <li>▪ Minimum 10 years of experience in the area of sustainable development;</li> <li>▪ Experience preparing project documents for UN entities, particularly for UNDP and GEF projects is highly desirable;</li> <li>▪ Experience with formulation of GEF-funded project proposals is desirable;</li> <li>▪ Experience in biodiversity conservation and in community livelihoods diversification is desirable;</li> <li>▪ Experience working on related initiatives is highly desired, <u>especially in the region</u>.</li> <li>▪ Fluency in English is required.</li> </ul>
<p><b>Consultant 2:</b> National Biodiversity and Community-based participatory landscape planning and management Specialist (Lead National Consultant)</p> <p><b>Type:</b> NC</p> <p><b>Cost per person week:</b> \$2,000</p> <p><b>Number of person weeks needed:</b> 6 (30 days)</p>	<p><b>Role</b></p> <p>The Biodiversity and Community-based participatory landscape planning and management Specialist will act as the Lead National Consultant and will work closely with the International Consultant/Team Leader in designing, planning and executing PPG activities at the national level. The consultant will be a specialist in Biodiversity and Community-based participatory landscape planning and management.</p> <p>The Biodiversity and Community-based participatory landscape planning and management Specialist will coordinate the development of project interventions, stakeholder consultations and baseline assessments at project sites in Greater Cairo, Fayoum, Delta, and Upper Egypt landscapes in Egypt. The consultant will be responsible for the preparation of a detailed landscape profile report, for assessing site needs and capacities, and for defining appropriate project targets, interventions and stakeholder consultation processes within the demonstration landscape to support the development of the UNDP Project Document (ProDoc). The consultant will be a biodiversity conservation specialist with experience in community-based landscape management.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</p> <ol style="list-style-type: none"> <li>a. Lead development of the project landscape profile and assessment for Greater Cairo, Fayoum, Delta, and Upper Egypt landscapes in Egypt including biodiversity assets, ecological significance and threats to biodiversity;</li> <li>b. Complete baseline and target values for GEF core indicators, including project beneficiaries target;</li> <li>c. Identify appropriate Results Framework indicators and targets; collect baseline data for the relevant indicators; choose the means of measurement; and define targets, key risks, and assumptions linked to these indicators;</li> <li>d. Support the stakeholder analysis, consultations and co-financing contributions, particularly with national-level stakeholders and private sector, and ensure that they are complete and comprehensive;</li> <li>e. Coordinate local stakeholder analysis and consultations and ensure that they are complete and comprehensive (with inputs from PPG Team Leader other national consultants) and integrated into a comprehensive stakeholder engagement plan;</li> </ol>

	<p>f. Facilitate the completion of appropriate maps or the acquisition of shapefiles for project landscape and sites, and</p> <p>g. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.</p> <p>2) <u>Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u></p> <p>a. Provide relevant quality text sections for the ProDoc package on the aspects mentioned above.</p> <p>3) <u>Validation Workshop (Component C):</u></p> <p>a. Participate in and contribute to the validation workshop.</p> <p>b. Support necessary revisions that arise during the workshop, as appropriate.</p> <p>4) <u>Final Deliverables:</u></p> <p>a. A detailed landscape profile report for the project area in Greater Cairo, Fayoum, Delta, and Upper Egypt landscapes in Egypt, including biodiversity assets and threats/impacts, baseline activities, project site-based interventions, and project site maps and GIS shapefiles (to be provided by government);</p> <p>b. Finalized core indicator mid-term and project targets and baseline assessments; and</p> <p>c. Appropriate inputs provided to the Final Project Document and Annexes, as agreed with the PPG Team Leader.</p> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Advanced university degree in a relevant field, such as conservation biology, biological sciences, natural resource management, or environmental management or any other related field. A Bachelor’s degree with additional years of relevant experience will be accepted in lieu of a Master’s degree;</li> <li>▪ Minimum of 10 years of relevant experience in biodiversity conservation;</li> <li>▪ Experience in biodiversity impact assessment, protected area management and financing, community-based development is desired, specifically in Egypt;</li> <li>▪ Experience with political, legal and institutional context for biodiversity conservation and community-based landscape management development is desired, specifically in Egypt;</li> <li>▪ Experience working with UNDP and/or on GEF projects is an advantage; and</li> <li>▪ Fluency in English is required.</li> </ul>
<p><b>Consultant 3:</b> National Gender and Safeguard Specialist</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$ 1,500</p> <p><b>Number of person-weeks needed:</b> 2 (10 days)</p>	<p><b>Role</b></p> <p>The National Gender and Safeguards Specialist will develop mandatory project Annexes related to application of social and environmental safeguards and support adherence of project development to UNDP’s Social and Environmental Screening Procedure and specific requirements, as appropriate. The consultant will be a gender and social inclusion expert with experience of in-depth gender analysis and local community engagement.</p> <p><b>Deliverables</b></p> <p>1) <u>Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:</u></p>

- a. Review the Social and Environmental Screening Procedure pre-screening of the PIF; complete the UNDP Social and Environmental Screening Procedure (SESP), and support the detailed assessment of all project risks including consultations with local stakeholders;
  - b. Project activities are proposed adjacent to sites, structures, or objects with historical, cultural, values. An initial assessment will be undertaken during the PPG phase, and an expert consultant will support with the development of a Chance Find Plan to guide grantees in the design of project activities.
  - c. Prepare the gender analysis and action plan and work closely with the GEF PPG Team Leader to ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;
  - d. Advise on gender responsive stakeholder analysis and consultations and ensure that they are complete and comprehensive; and
  - e. Support the completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs as guided by the PPG Team Leader.
- 2) Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B):
- a. Complete the Social and Environmental Screening Procedure, based on assessments undertaken during Component A and detailed development of project interventions, and identify management measures to mitigate risks to be incorporated into the ProDoc;
  - b. Prepare the Gender Mainstreaming Plan, with appropriate budget and identification of appropriate project interventions to ensure gender mainstreaming including at project demonstration sites;
  - c. Using the findings from the gender analysis, provide inputs to the project's results framework and theory of change; ensure gender considerations are integrated into the project's theory of change;
  - d. Provide inputs for the development of the Stakeholder Engagement Plan to ensure it is Socially Inclusive and Gender Responsive;
  - e. Prepare the Gender Action Plan and Budget;
  - f. Support the agreements on project management arrangements and ensure that gender and safeguards are adequately incorporated into these arrangements.
- 3) Validation Workshop (Component C):
- a. Contribute to the validation workshop; and
  - b. Support all necessary revisions that arise during the workshop, as appropriate.
- 4) Final Deliverables:
- a. Finalized Social and Environmental Screening (SESP)
  - b. Gender Analysis and Gender Mainstreaming Plan
  - c. Development of a Chance Find Plan to guide grantees in the design of project activities
  - d. Appropriate inputs to the comprehensive Stakeholder Engagement Plan including on gender-responsive consultation and consultations with local communities and any Indigenous Peoples or Ethnic Minorities present within the demonstration landscape;
  - e. Appropriate inputs to the final UNDP-GEF project document based on guidance from the PPG Team Leader.

**Qualifications**

	<ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as gender studies, gender and development, women and environment, or women and sustainable development or any other related field. A Bachelor’s degree with additional years of relevant experience will be accepted in lieu of a master’s degree.;</li> <li>▪ Minimum 7 years of experience working with gender projects is required;</li> <li>▪ Experience with gender mainstreaming, community development, and social and environmental safeguards risk assessment and mitigation is desired;</li> <li>▪ Experience carrying out participatory gender analysis; experience collecting and formulating gender responsive indicators and sex-disaggregated data and preparing gender responsive project analysis; developing gender action plans is desired;</li> <li>▪ Prior experience in the safeguards assessments and processes of international organizations and donors, such as World Bank, UNDP, etc is desirable;</li> <li>▪ Experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations is desirable;</li> <li>▪ Demonstrated experience in carrying out consultations with Indigenous Peoples, FPIC, protection of cultural heritage, and/or community engagement is highly desired;</li> <li>▪ Experience with project development and results-based management methodologies is highly desired;</li> <li>▪ Fluency in English is required.</li> </ul>
<p><b>Consultant 4:</b> National Specialist in Community-based Climate Change Mitigation</p> <p><b>Type:</b> NC</p> <p><b>Cost per person-week:</b> US\$ 1,500</p> <p><b>Number of person-weeks needed</b> 2 (10 days)</p>	<p><b>Role</b> The National Specialist in Community-based Climate Change Mitigation will provide specialist inputs to assist with capacity building and other aspects of project preparation to ensure Climate Change Mitigation considerations are mainstreamed into the project document.</p> <p>The consultant, under the supervision of the International Consultant for the Preparatory Phase (PPG) will be responsible for the following:</p> <ul style="list-style-type: none"> <li>▪ Working with the project development team, carry out a participatory analysis to fully identify the Climate Change Mitigation issues (baseline, barriers and gaps) in each of the target landscapes related to renewable energy, energy efficiency, carbon sequestration and storage, as well as the potential for CCM projects at community and landscape levels;</li> <li>▪ Assist in organizing and carrying out stakeholder consultation sessions to solicit inputs and ensure both male and female stakeholder involvement and buy-in to the CCM component of this project;</li> <li>▪ Ensure that all aspects of the project documents include CCM analysis, conclusions and relevant recommendations as required by the Project Development Team Leader: work with the project development team to devise the projects results framework and theory of change: develop CCM-relevant outcomes, baselines, targets, and indicators for the project results framework and ensure that all applicable indicators are disaggregated by sex and other relevant, intersecting forms of identity; ensure that CCM considerations are integrated into the project’s theory of change, including in the discussion of impact, assumptions, evidence and risks;</li> <li>▪ Provide inputs to the UNDP Social and Environmental Screening Procedure including assessing potential negative impacts of potential grant projects and specific activities to mitigate and/or minimize them;</li> </ul>

- Assist the project development team in identifying and developing partnerships with governmental institutions, NGOs/CSOs and relevant national stakeholders;
- As requested by the project development team, assist with capacity building and other aspects of project preparation to ensure CCM considerations are mainstreamed into the project document.

**Deliverables**

- Preparatory Technical Studies and Reviews (Component A): Prepare inputs and support the required analyses/studies, as agreed with the GEF PPG Team Leader, including:
  - Conduct a baseline survey on CCM and economic activities, including Renewable Energy (RE), Energy Efficiency (EE) and sustainable forest management for the target landscapes
  - Identify project interventions to support climate change mitigation, leveraging existing networks, platforms, resources and processes.
  - Assist in the development of the project's results framework ensuring that outcomes, baselines, targets, and indicators reflect CCM where appropriate;
  - Assist in the development of the theory of change; ensure CCM considerations are integrated into the project's theory of change, including discussion of impact, assumptions, evidence and risks
  - Based on all analysis and inputs from project development and consulting expert opinion as well as documentation, estimate/calculate the tons of CO<sub>2</sub>e potentially mitigated (include both direct and indirect) by the community and landscape level projects anticipated to be financed by this overall full-scale project. See Table F, row 4 of the PIF for reference.
- Contributions to the Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):
  - Provide relevant quality text sections for the ProDoc on the aspects mentioned above.
- Validation Workshop (Component C):
  - Participate in and contribute to the validation workshop, if necessary; and
  - Support necessary revisions that arise during the workshop, as appropriate.
- Final Deliverables:
  - CCM analysis for the target landscapes;
  - CCM fully mainstreamed into project document, including:
  - Calculations of CCM global environmental benefits

**Qualifications**

- Advance university degree in a relevant field such as rural development and electrification, particularly in regard to renewable energy, energy efficiency and

	<p>biomass energy, engineering, environmental studies or a related field. A Bachelor's degree with additional two years' experience is acceptable.</p> <ul style="list-style-type: none"> <li>▪ Minimum of 5 years of relevant experience in Climate Change mitigation is required;</li> <li>▪ Experience in community-based Climate Change Mitigation particularly related to community-based rural development is desired, specifically in Egypt or other countries in the region;</li> <li>▪ Prior experience in use of information and mobile technologies for natural sciences or biodiversity conservation-related purposes is an advantage;</li> <li>▪ Experience carrying out participatory analysis; experience collecting and formulating Climate Change Mitigation indicators and sex-disaggregated data and preparing project analysis; developing plans is desirable;</li> <li>▪ Experience in analysis of rural CCM is desirable, specifically in Egypt and/or country in the region;</li> <li>▪ Experience working on policy and programmatic issues with national and local governments and civil society organizations including community organizations is desirable;</li> <li>▪ Experience in facilitating stakeholder meetings is highly desired;</li> <li>▪ Experience with project development and/or results-based management methodologies is highly desired;</li> <li>▪ Experience working with UNDP and/or on GEF projects is an advantage; and</li> <li>▪ Fluency in English is required.</li> </ul>
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