

## UNITED NATIONS DEVELOPMENT PROGRAMME

**PROJECT DOCUMENT****Georgia****Project Title:** Institutional strengthening for Implementation of the Montreal Protocol (XI phase) in Georgia**Project Numbers: Award: 00064446 / Output: 00125140****Implementing Partner:** Ministry of Environment Protection and Agriculture of Georgia (MEPA)**Start Date: 1 April 2021 End Date: 31 December 2022 Electronic LPAC date: 23 February 2021****Brief Description**

*XI phase of Institutional strengthening for implementation of the Montreal Protocol (XI phase of IS project) is a 11<sup>th</sup> phase of enabling activities for Georgia with an overall objective to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol.*

*Under XI phase of IS project Georgia will:*

- i) Continue enforcing ODS control measures and monitoring illegal ODS trade through training of customs officers and environmental inspectors*
- ii) Continue maintenance and monitoring of the quota system in its full operation at MEPA level (NOU issues quotas in line with the next phase obligations under the Montreal Protocol) enforcing of ODS control measures and monitoring of illegal ODS trade through training of customs officers and environmental inspectors on ODS exempted uses, and F gases, and assist full operationalization of e-learning tools for them;*
- iii) Promote the ratification of the Kigali Amendment in close cooperation with UNEP-supported enabling activities project and assist in its enforcement;*
- iv) Regularly report ODS import/consumption data and progress towards implementation of Country Programme to Ozone and MLF secretariat through application of electronic data collection system;*
- v) Assist in implementation of HPMP stage I and II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, assist in the NOU's effective cooperation with relevant line ministries and various donor programmes; assisting in capacity development of existing VETs to incorporate ODS management issues into existing curricula and, through supporting design.;*
- vi) Raise awareness of all stakeholders on the linkages between UNFCCC and Montreal Protocol as well as awareness of decision-makers in green procurement;*
- vii) Continue participation in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol.*

**UNSDCF 2021-2025: Outcome 5/CPD 2021-2025 Outcome 2:** By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management and use of natural resource(s) in Georgia

**CPD 2021-2025 Output 2.1.** enhanced environmental governance and institutional capacity to enable rational, equitable and sustainable use of natural/land resources, to ensure conservation of ecosystems, use of innovative and climate-friendly technologies for inclusive green economy, energy efficiency and clean energy production, and make communities more resilient to environmental shocks



**UNDP Strategic Plan 2018-2021: Outcome 2.** Accelerate structural transformations for sustainable development/ **Output 2.4.1** Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation

**Gender marker: GEN1**

**Implementation Modality: NIM (National Implementation) with CO support**

Total Resources Required:	USD 146,000	
Total Resources Allocated:	UNDP TRAC	N/A
	MLF	USD 85,000
	Government of Georgia:	
	In-kind	USD 61,000

Agreed by:

Government	UNDP
 Levan Davitashvili Minister of Environment Protection and Agriculture of Georgia	 Louisa Vinton Resident Representative
Date: 11.03.2021	Date: 25-Feb-2021

## I. DEVELOPMENT CHALLENGE

Georgia has been a party to the Vienna Convention for the Protection of the Ozone Layer and the Montreal Protocol on Substances that Deplete the Ozone Layer since 21 March 1996. It has also ratified London, Copenhagen, Montreal and Beijing amendments to the Protocol and, together with other 197 parties to the Montreal Protocol adopted the latest Kigali amendment in October 2016 during the 28th Meeting of Parties. The goal of the amendment is to achieve over 80% reduction in HFC (Hydrofluorocarbons) consumption by 2047. Given their zero impact on the depletion of the ozone layer, HFCs are currently used as replacements to hydrochlorofluorocarbons (HCFCs) and chlorofluorocarbons (CFCs), however they have high global warming potential (GWP). With the Kigali Amendment, the Montreal Protocol will be a powerful tool for combating global warming. The impact of the amendment will be prevention/avoidance of up to 0.5°C increase in global temperature by the end of the century. Under the Kigali amendment, developed countries reduced HFC (Hydrofluorocarbons) consumption beginning in 2019. Most developing countries will freeze consumption in 2024, with a small number of developing countries with unique circumstances freezing consumption in 2028. The amendment entered into force on 1 January 2019.

In Georgia, in order to take necessary measures for implementation of Montreal protocol and to protect the ozone layer, a number of projects aiming at successful accomplishment of the country-made commitments, have been implemented through UNDP Georgia under the umbrella **Programme Enabling Activities Program for Implementation of Montreal Protocol (EAPIMP) in Georgia**. One of them is an Institutional Strengthening (IS) Program, 10 phases of which had been already accomplished. Under X phase of IS, supported by UNDP Georgia the country has: i) Developed legal changes to improve its licensing and quota system by introduction of ODS exempt uses, updating permit and quota requirements and increasing penalties ; ii) built capacities and awareness of customs officers, environmental inspectors and RAC servicing technicians in HCFC import-export monitoring and control, and ODS handling, as well as in best service practices in RAC sector; iii) cooperated with the Georgian Association of Refrigeration, Cryogenic and Air-conditioning Engineers (GARCAE) and other stakeholders; iv) monitored and regularly reported ODS consumption and phase-out levels; v) raised awareness of decision-makers, youth, and general public in ozone layer protection and ODS phase-out; and vi) actively participated in regional networks, open-ended working group and parties meetings.

Regardless of above progress, there are a number of gaps and needs that have been identified as critical by national stakeholders. These are as follows:

### 1) Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption

- Gap: lack of national regulations regarding management of ODS exempted uses, managing ODS wastes and HCFC-based equipment
  - Need for improving national regulatory basis for ODS exempted uses, such as for essential laboratory and analytical uses
  - Need for improving technicians' certification regulations in line in with respective EU directive which requires designation of national training institution
  - Need for regulation of import-export of HCFC-based equipment
  - Need for studying various regulatory options for managing ODS wastes – lack of ODS waste management institutional setting was noted as one of the drawbacks of ODS management system.
- Gap: lack of a capacity and knowledge of customs officers on monitoring and enforcement of planned control measures to restrict import of ODS equipment and HFCs
  - Need for developing capacities and knowledge of customs officers -customs officers' trainings pertaining to new requirements on import of ODS equipment and HFCs.

### 2) Efficient and timely data collection and reporting

- Gap: absent aggregated 2018 and 2019 data of HFCs consumption:
  - Need for monitoring and reporting HFCs customs imports and information/data collection on HFCs consumption

### 3) Consultations and coordination with other national agencies/stakeholders

- Gap: lack of coordination and consultative capacities of national agencies/stakeholders and weak coordination mechanisms
  - Need for interagency consultations on the ratification of the Kigali Amendment to the Montreal Protocol

**4) Awareness raising**

- Gap: Insufficient general public awareness on Ozone Layer protection:
  - Need for continuation of national awareness programmes in support of Ozone day
- Gap: Absent knowledge on green procurement and integration of ODS friendly equipment considerations into public procurement schemes
  - Need for capacity and knowledge building of key stakeholders on green procurement and integration of ODS friendly equipment considerations into public procurement schemes

**5) Regional cooperation**

- Gap: lack of human resources for regional and global networking and exchange of expertise:
  - Need for continuation of NOU participation in regional network meetings.

**II. STRATEGY**

- 1) The Development/long-term objective of the proposed IS XI project is ***to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol***. This will be attained by following immediate objectives, which are in line with common objectives set out in the MLF's Guide for the submission of institutional strengthening projects (updated – August 2018)<sup>1</sup>. Adopt/implement ODS legislation and regulation to control and monitor ODS consumption
- 2) Efficiently and timely collect and report data
- 3) Effectively supervise HCFC phase-out activities
- 4) Strengthen consultations and coordination with national agencies/stakeholders
- 5) Raise public awareness on Ozone Layer Protection
- 6) Enhance Regional cooperation

More specifically, the project will:

- Continue enforcing of ODS control measures and monitoring of illegal ODS trade through training of customs officers and environmental inspectors;
- Regularly report ODS import/consumption data and progress towards implementation of Country Programme to Ozone and MLF secretariat through application of electronic data collection system;
- Assist in implementation of HPMP stage I and II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, and new regulations (Regulation (EC) No 842/2006); Encourage women technicians' certification;
- Assist in capacity development of existing VETs to incorporate ODS management issues into existing curricula and, through assisting in VET plan implementation; and support relevant activities leading to the improved capacities on national level to prepare skilful RAC technicians;
- Raise awareness of decision-makers in green procurement through organizing a seminar(s) for the procurement units/departments of the state entities;
- Provide on-demand support to the Government in communication with the international processes of Green Cooling initiative;
- Enhance coordination capacities of NOU and assist it in effective cooperation with relevant line Ministries and various donor programmes in ratification of Kigali amendment and development of stronger awareness of the linkages between UNFCCC and Montreal Protocol and understand the key provisions of Kigali amendment.;
- Raise public awareness on Ozone Layer protection;
- Continue participation in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol.

By applying above approach, the project will address all critical gaps and needs identified by national stakeholders. Without such interventions, the country still lacks system, institutional and staff-level capacities and knowledge to implement major provisions of the Montreal Protocol and its Amendments and will continue to use less systematized and more ad-hock approach towards building internal capacities. Below is given the diagram for Theory of Change.

<sup>1</sup> Source: Guide for the submission of institutional strengthening projects (16 AUGUST 2018). MULTILATERAL FUND FOR THE IMPLEMENTATION OF THE MONTREAL PROTOCOL. <http://www.multilateralfund.org/Our%20Work/countries/Shared%20Documents/MLF-IACM-2018-2-18-Guide%20IS.docx>

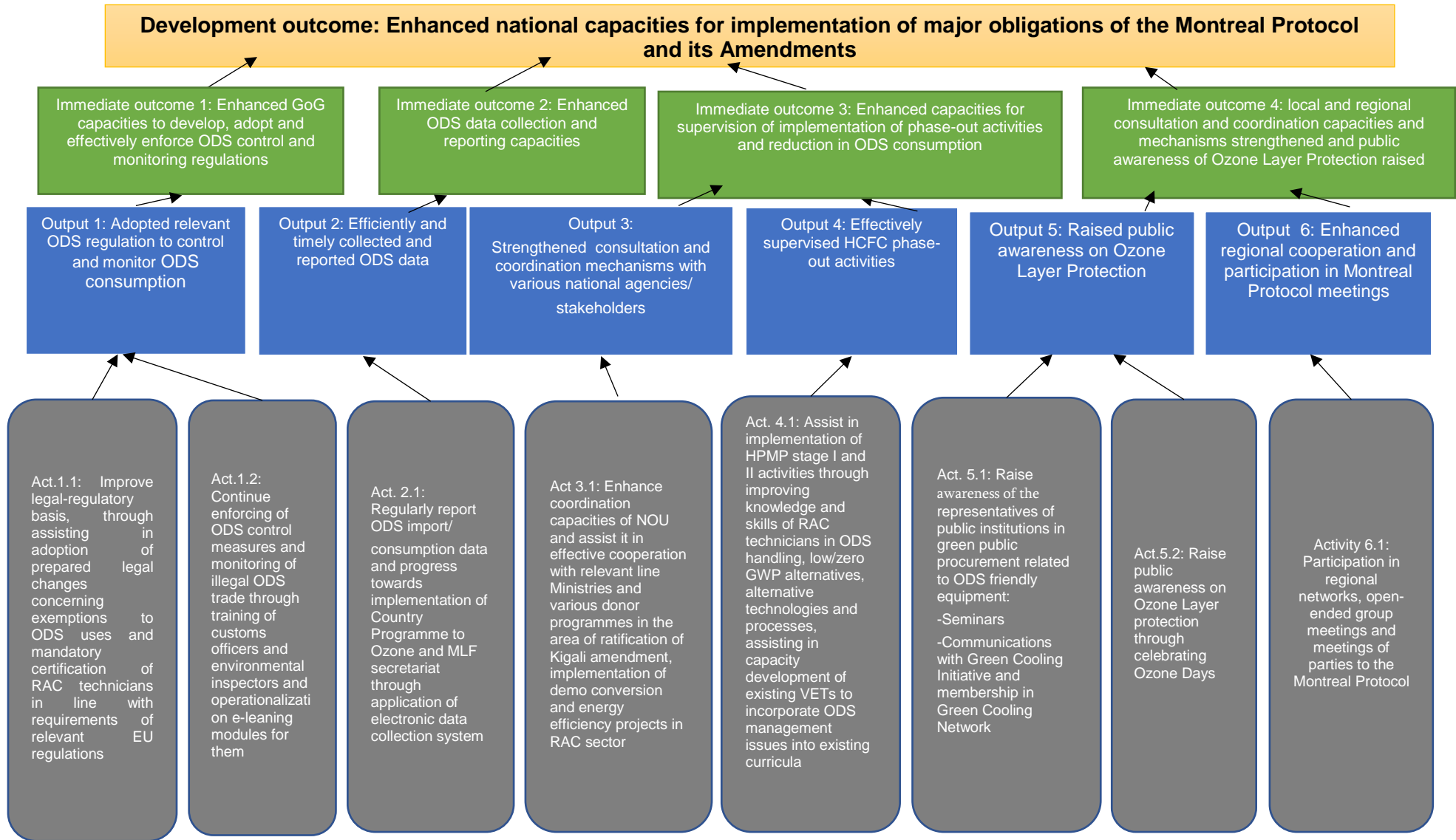


Figure 1. Theory of Change (TOC)

Issues to be addressed by the project and its objectives are in line with SDG (Sustainable Development Goal) 12: ***Ensure sustainable consumption and production patterns*** and in particular, with its target 12.4: **By 2020, achieve the environmentally sound management of chemicals and all wastes throughout their life cycle, in accordance with agreed international frameworks, and significantly reduce their release to air, water and soil in order to minimize their adverse impacts on human health and the environment**

The project will contribute to the achievement of Outcome 2: Accelerate structural transformations for sustainable development (output 2.4.1) of UNDP Strategic Plan 2018-2021 as well as to the achievement of Outcome 5: By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management and use of natural resource(s) in Georgia of *United Nations Sustainable Development Cooperation Framework (UNSDCF) for 2021-2025* and associated 2.1 output of UNDP Country Programme Document (CPD) 2021-2025 requiring enhanced environmental governance and institutional capacity to enable rational, equitable and sustainable use of natural/land resources, to ensure conservation of ecosystems, use of innovative and climate-friendly technologies for inclusive green economy, energy efficiency and clean energy production, and make communities more resilient to environmental shocks

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### III. RESULTS AND PARTNERSHIPS

#### ***Expected Results***

The project is expected to have following outputs:

- Output 1: Adopted/implemented relevant ODS regulations to control and monitor ODS consumption
- Output 2: Efficiently and timely collected and reported ODS data
- Output 3: Strengthened consultation and coordination mechanisms with various national agencies/stakeholders
- Output 4: Effectively supervised HCFC phase-out activities
- Output 5: Raised public awareness on Ozone Layer Protection
- Output 6: Enhanced regional cooperation and participation in Montreal Protocol meetings

Under each output following activities and sub-activities are envisaged to be implemented:

#### **Output 1**

**Activity 1.1:** Improve legal-regulatory basis, through assisting in adoption of prepared legal changes concerning exemptions to ODS uses and mandatory certification of RAC technicians in line with requirements of relevant EU regulations:

- *Sub-activity 1.1.1:* Organizing coordination meetings with the government for the adoption of drafted legislative changes *regarding ODS exempted uses such as for feedstock, process agents, for essential laboratory and analytical uses as well as critical uses for halons;*
- *Sub-activity 1.1.2:* Maintenance and monitoring of the quota system in its full operation at MEPA level.
- *Sub-activity 1.1.3:* Coordination with parallel programmes on the adoption of the EPR mechanism;

**Activity 1.2:** Continue enforcing of ODS control measures and monitoring of illegal ODS trade through training of customs officers and environmental inspectors and operationalization e-learning modules for them:

- *Sub-activity 1.2.1:* Further capacity development of customs officers in enforcement of control measures to sustain ODS phase out:
  - *operationalization of on-line knowledge products for customs officers on Montreal Protocol and its implementation in Georgia*
  - *trainings of customs officers*

- *Sub-activity 1.2.2: Capacity building of customs officers in illegal trade with ODS: customs officers' trainings pertaining to ODS exempted uses, F gases*
- *Sub-activity 1.2.3: Capacity building of environmental inspectors in enforcement of ODS phase-out related regulations:*
  - *operationalization of on-line knowledge products*
  - *Trainings in law enforcement*
- *Sub-activity 1.2.4: 1 Meeting in support of Kigali amendment ratification.*
- *Sub-activity 1.2.5: Establishment of Web based ODS monitoring system: Software Engineer(s) will be contracted to set up and operationalize the web-based system.*

## **Output 2**

Activity 2.1: Regularly report ODS import/consumption data and progress towards implementation of Country Programme to Ozone and MLF secretariat through application of electronic data collection system:

- *Sub-activity 2.1.1: Collect information on ODS imports for 2020 and 2021*
- *Sub-activity 2.1.2: Prepare and submit to Ozone secretariat ODS imports/consumption report for 2020 and 2021 reporting years*
- *Sub-activity 2.1.3: Prepare and submit to the Secretariat of Multilateral Fund to the Montreal Protocol progress reports on CP implementation for 2020 and 2021 via application of electronic data collection system*

## **Output 3**

Activity 3.1: Enhance coordination capacities of NOU and assist it in effective cooperation with relevant line Ministries and various donor programmes in the area of ratification of Kigali amendment, implementation of demo conversion and energy efficiency projects in RAC:

- *Sub-activity 3.1.1: Provision of on-demand capacity development support to NOU;*
- *Sub-activity 3.1.2: Continue effective functioning of PEB to direct ODS phase-out related projects, including IS;*
- *Sub-activity 3.1.3: In cooperation with UNEP enabling activities project facilitation of interagency coordination meetings for the ratification of Kigali amendment; cooperation with UNIDO programmes to better understand linkages and complementarities of two programmes;*
- *Sub-activity 3.1.4 Coordination meetings with industry associations regarding ODS phase out demo project within HPMP stage I and II.*

## **Output 4**

Activity 4.1: Assist in implementation of HPMP stage I and II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, continue assisting in capacity development of existing VETs to incorporate ODS management issues into existing curricula

- *Sub-activity 4.1.1: Capacity building of RAC servicing technicians in application and handling with low or zero GWP alternatives, including natural refrigerants as well as on alternative technologies and energy efficiency measures, and requirements under the Regulation (EC) No 842/2006 in particular, provisions related to leak prevention, recovery, certification of technicians (provided new regulations are adopted by Georgia)*
- *Sub-activity 4.1.2: Support to the implementation of VET capacity building plan*

## **Output 5**

Activity 5.1: Raise awareness of representatives of public institutions in green public procurement related to ODS friendly equipment:

- *Sub-activity 5.1.1: Seminar on green public procurement related to ODS friendly equipment*

- *Sub-activity 5.1.2: On-demand support to the NOU/NOO for the communication with Green Cooling Initiative and membership in Green Cooling Network.*

**Activity 5.2:** Raise public awareness on Ozone Layer Protection through celebrating Ozone Days

- *Sub-activity 5.2.1: Organization of two national-wide awareness campaigns (1 in 2020 and 1 in 2021) raising dedicated to International Ozone Day*

## **Output 6**

**Activity 6.1:** Participate in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol

- *Sub-activity 6.1.1 NOU-Georgia and other major stakeholders continue participation in Ozone Action network for ECA countries*
- *Sub-activity 6.1.2 NOU Georgia continues active participation in thematic working groups/conference of parties*

### **Resources Required to Achieve the Expected Results**

The project will be managed by a Programme Manager of Enabling Activities Project with a support of project assistant, hired through UNDP CO. In addition, a number of local consultants will be hired to assist the project in developing knowledge products and conducting trainings for various target groups. Travel of the NOU to various regional and global events will be also supported. For outreach campaign production of various materials, media coverage and various promo actions are planned. The Government of Georgia will provide in-kind contribution to the project in terms of staff-time of NOU, space for board meetings and various technical consultations, etc.

### **Partnerships**

An implementing partner for the project will be the Ministry of Environment Protection and Agriculture (MEPA) through its NOU/NOO hosted by the Environment and Climate Change Department. The Project Board (PB) will ensure participation of the MEPA (e.g. representatives of Environment and Climate Change Department, Environmental Information and Education Centre, etc.) and other relevant stakeholders in directing the project. Extended PEB meetings will be organized from time to time, where and when necessary in order to strengthen communications and consultations with other departments of MEPA and Environmental Supervision Department as well as with other Line Ministries on such topics as, enforcing regulation of mandatory certification of RAC service technicians, managing HCFC equipment, setting and enforcing regulations related to essential etc.

In implementing its activities, the project team will cooperate with Environmental Information and Education Centre (EIEC), various NGOs, Vocational Training Centres in applying in practice educations and awareness training programmes/tools (e.g. mandatory certification programme of RAC service technicians, various e-learning tools for customs officers and environmental inspectors, etc.). Furthermore, the project will provide the on-demand assistance to NOU in establishing close links with other on-going international projects supported by UNEP and UNIDO, working in the area of energy efficiency and ratification and implementation of Kigali Amendment to Montreal Protocol. The purpose of the cooperation will be stakeholder consultations regarding ratification of Kigali amendment. Moreover, it will further support NOO/NOU with its participation in regional Ozone networks, global open-ended working groups and conference of parties in order to learn on new developments and obligations and exchange knowledge with regional and global partners.

The project will strengthen NOO/NOA's capacity in bringing together representatives of various state and non-state actors, including ministries, education institutions, various industrial associations and industries to make stakeholders' aware of and receive their feedback on: i) suggested/adopted new regulations/legal amendments/legal concepts concerning mandatory certification of RAC service technicians, managing e-wastes and HCFC-based equipment; ii) ratification and implementation of Kigali Amendment; iii) green procurement, etc.

### **Risks and Assumptions**

Risks associated with the project are of political, institutional and financial nature and range from low to medium. No environmental risks are related to the project, since it includes only soft technical assistance measures, including various assessments, feasibility studies, development of legal documents, trainings, consultations, public outreach activities. Typical risks and assumptions associated with the project are as follows:

- Assumption 1: GoG's strong willingness to develop proper legal-regulatory and institutional basis for the management of HCFC-based equipment and ODS wastes; Risk 1: GoG's low willingness to develop proper legal-regulatory and institutional basis for the management of HCFC-based equipment and ODS wastes;
- Assumption 2: GoG's high interest in learning green procurement and its willingness to introduce it in public procurement system; Risk 2: GoG's low interest in learning green procurement and its low willingness to introduce it in public procurement system;
- Assumption 3: GoG's strong willingness to ratify and implement Kigali Amendment; Risk 3: GoG's low willingness/unwillingness to ratify and implement Kigali Amendment;
- Assumption 4: Strong willingness of other parallel Montreal protocol-related capacity building projects to cooperate with UNDP IS XI project; Risk 4: Low willingness/unwillingness of other parallel Montreal protocol-related capacity building projects to cooperate with UNDP IS XI project;
- Assumption 5: MEPA's strong willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc. Risk 5: MEPA's low willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc.;
- Assumption 6: VETs' strong interest and sufficient capacity to introduce ODS phase-out related curricula in their academic/education courses; Risk 6: VETs' low interest and insufficient capacity to introduce ODS phase-out related curricula in their academic/education courses;
- Assumption 7: GoG's strong willingness to maintain existing capacity and institutional memory within the GoG; Risk 7: GoG's low willingness/unwillingness to maintain existing capacity and institutional memory within the GoG;
- Assumption 8: Presence of reliable ODS statistics; Risk 8: Lack/absence of reliable ODS statistics;
- Assumption 9: COVID-19 restrictions are cancelled and, on the ground, public activities (trainings, meetings, events) allowed.  
Risk 9: Due to the COVID-19 the on the ground public activities (trainings, meetings, events) restricted.

Detailed description of risks and their management options are given in risk log contained in annex 2.

### ***Stakeholder Engagement***

Key stakeholders of the Project are the Ministry of Environmental protection and Agriculture of Georgia (MEPA), Ministry of Finance of Georgia (MOF), the Ministry of Education and Science of Georgia (MSE), Georgian Association of Refrigerating, Cryogenic and Air Conditioning Engineers (GARCAE).

MEPA, Environmental Supervising Department and its Inspectors, NOO, and MOF, Customs Department and its customs officers will be the directly benefitted via providing trainings on ODS controls, and on-demand support provided.

Other groups as general public will benefit through awareness raising activities.

Stakeholder engagement apart from PB meetings will be guaranteed via bi-lateral and peer-to-peer meetings, broader consultations, on-line communications, planning and implementing joint/complementary actions.

### ***South-South and Triangular Cooperation (SSC/TrC)***

The project will further support participation of the NOU staff and other stakeholders in Ozone Action network for ECA countries that will give a good opportunity for Georgia to learn and bring to the country experience and knowledge of ECA as well as that of developed countries. Similarly, NOO's participation in regional networks will be a good opportunity to bring together and exchange the knowledge, expertise and experience of developed and developing countries thus, fostering SSC/TrC cooperation. More than that, the project will actively support the NOO/NOU's participation in Open-ended Working Groups and



Meetings of Parties that will enable the GoG to be well-aware of new international developments in the area of ozone layer protection and HFC phase down and thus, more effectively design and implement ODS phase-out and HFC phase down strategies.

Apart from above, the project will assist the NOO/NOU in communications with Green Cooling Initiative and getting the membership in Green Cooling Network that will enable the country to bring the knowledge, expertise and technology from both developed and developing countries, members of the given network.

### ***Knowledge***

This XI phase IS project will fully operationalize the e-learning tools and training modules for customs officers and environmental inspectors on controlling and monitoring ODS, enforcing ODS legislation, etc. developed within IS phase X.

### ***Sustainability, Scaling Up***

The project will be implemented under National Implementation Modality (NIM), with MEPA being an implementing partner for the project and UNDP CO providing support services. The latter will designate National Project Director (NPD). All together will ensure strong government engagement in project activities, better alliance with national policies and management systems as well as effective inter-agency cooperation.

The project will continue strengthening Georgia's capacities at all system, institutional and staff-level for effective implementation of the Montreal Protocol in Georgia. More specifically, it will help the government improving legal basis for exempted ODS uses. The project will continue trainings of customs officers, environmental inspectors and RAC technicians on various aspects of ODS management. Moreover, it will operationalize E-learning programmes/tools specifically designed for on-line training of representatives of relevant public and non-public/private institutions that will make the entire learning platform structured and sustainable.

The project will assist MOES on implementation of VET capacity development plan which serves for a longer-term sustainability of these professional education institutions. an

Joint efforts of XI phase IS and parallel HCFC phase-out management plan project will guarantee greater sustainability of knowledge and skills to be transferred to target beneficiaries.

Concerning environmental and social sustainability of the project, strengthened national capacities at system, institutional and staff-level as well as enhanced knowledge and capacities of businesses to convert their technologies/practices to ODS friendly ones, will ensure effective phase down of ODS thus, contributing to local and global environmental sustainability.

Concerning gender mainstreaming, the project will ensure fair and equal participation of both male and female stakeholders in all project activities, including education and training, stakeholder consultations/workshops, awareness and promo actions. The Project will encourage women technicians' certification and broad participation in the trainings.

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## **IV. PROJECT MANAGEMENT**

### ***Cost Efficiency and Effectiveness***

NIM with CO support service modality to be applied by the project, will guarantee the most effective and efficient allocation and spending of both MLF and MEPA financial and in-kind resources. Moreover, since the project will be managed on a daily basis by Programme Manager of Enabling Activities Programme, this will guarantee better synergy of all UNDP ODS activities and effective and efficient allocation and utilization of financial, technical and human resources.

With respect to the provision of support services by the UNDP country office for nationally managed programmes and projects, the UNDP country office will provide such support services at the request of the Government.

The Standard Letter of Agreement on Provision of Support Services to the Implementing Partner is signed and attached as the Annex 4 to this project document. Support services include the procurement of goods and services and the recruitment of project and programme personnel and will be implemented in

accordance with the UNDP regulations, rules, policies and procedures. The UNDP country office may provide support services for assistance with reporting requirements and direct payment as well. Direct Project Costs (DPC) associated with the mentioned services will be charged to the project budget, using the Universal Price List.

***Project Management***

The project office will be based in Tbilisi Georgia, with no regional/local offices to be opened in any of regions of Georgia. The office will be provided by MEPA as its in-kind contribution to the programme. Management resources, including staff costs will be effectively shared by all on-going projects operating under the umbrella Enabling Activities Program for Implementation of Montreal Protocol (EAPIMP) in Georgia.

## V. RESULTS FRAMEWORK

**Intended Outcome as stated UNSDCF 2021-2025: Outcome 5:** By 2025, all people, without discrimination, enjoy enhanced resilience through improved environmental governance, climate action and sustainable management and use of natural resource(s) in Georgia

**UNDP Country Programme Document (CPD) 2021-2025 output 2.1/enhanced environmental governance and institutional capacity to enable rational, equitable and sustainable use of natural/land resources, to ensure conservation of ecosystems, use of innovative and climate-friendly technologies for inclusive green economy, energy efficiency and clean energy production, and make communities more resilient to environmental shocks**

**Outcome indicators as stated in the Country Programme Document (CPD) (2021-2025) Results and Resources Framework, including baseline and targets:**

Indicator 2.1.3: Number of initiatives aimed at capacity-building for government and other stakeholders in mainstreaming gender in formulating, monitoring and implementing national climate change policies and plans.

Baseline (2020): 0

Target (2025): 2.1.3a. Gender-sensitive socioeconomic vulnerability assessment methodology developed/applied

2.1.3b. Standardized methodologies and standard operating procedures for multi-hazard risk-informed, preparedness and response plans developed considering gender and vulnerable groups

2.1.3c. Gender-sensitive institutional and legal frameworks in place to roll-out standardized multi-hazard mapping and risk assessment methodology

**Applicable Output(s) from the UNDP Strategic Plan (2018-2021): Outcome 2.** Accelerate structural transformations for sustainable development/ output 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted to address conservation, sustainable use and equitable benefit-sharing of natural resources in line with international conventions and national legislation

**Project title and Atlas Project Number: Institutional strengthening for Implementation of the Montreal Protocol (XI phase) in Georgia; Award: 00064446 / Output: 00125140**

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	FINAL	
<b>Output 1 Adopted/implemented relevant ODS regulations to control and monitor ODS consumption</b>	1.1.1 # Number of coordination meetings with the GoG	Project progress reports, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	0	2020	1	1	2	Method: annual project reviews, interviews with stakeholders. Risk: Lack of willingness of GoG
	1.1.2. a) # Number of meetings with importers b) # number of requests processed	Project progress, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	0	2020	a)1 meeting conducted b)1 request processed	a) 1 meeting conducted b) 1 request processed	a) 2 b) 2	Method: annual project reviews interviews with stakeholders, Risk: Low interest form importers.
	1.2.1.1 # of e-learning tools for Customs officers on ODS Customs control operationalized	Project progress reports and deliverables, minutes of board meetings, stakeholders' feedback.	0	2020	1		1	Method: annual project reviews, interviews with stakeholders, Risk: consultant not to deliver in time a quality product.
	1.2.1.2.a. # of trainings of customs officers in ODS customs control conducted 1..2.1.2. b. # of trained customs officers (o/w women)	Project progress reports, training reports and minutes of board meetings, stakeholders' feedback.	2 25	2020	1 20	1 20	2 40	Method: trainings, annual project reviews, study of training reports and other audio-visual evidence, interviews with stakeholders. Risk: poor quality of trainings; frequent rotation of staff of the customs office and thus, unsustainability of capacity building activities.

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	FINAL	
	1.2.2.a.: # of customs officers' trainings pertaining to ODS exempted uses, F gases	Project progress reports, training reports, and minutes of board meetings, stakeholders' feedback.	2	2020	1	1	2	Method: trainings, annual project reviews, study of training reports and other audio-visual evidence, interviews with stakeholders. Risk: poor quality of trainings; frequent rotation of staff of the customs office and thus, unsustainability of capacity building activities.
	1.2.2.b. Number of customs officers trained (o/w women)		25		up to 20	up to 20	up to 40	
	1.2.3.1 # of e-learning tools for environmental inspectors on enforcement of ODS phase-out legislation operationalized	Project progress reports and deliverables, minutes of board meetings, stakeholders' feedback.	0	2020	1		1	
	1.2.3.2.a. # trainings of environmental Inspectors in enforcement of ODS phase-out legislation enforcement	Project progress reports, training reports and deliverables, minutes of board meetings, stakeholders' feedback.	2	2020	1	1	2	Method: trainings, annual project reviews, study of training reports and other audio-visual evidence, interviews with stakeholders Risk: poor quality of trainings; frequent rotation of env. inspectors and thus, unsustainability of capacity building activities.
	1.2.3.2.b. Number of environmental inspectors trained on ODS control measures (o/w women)		19		up to 20	up to 20	up to 40	
	1.2.4: # of meetings in support of Kigali amendment ratification	Project progress reports, minutes of meetings, stakeholders' feedback.	0	2020	1		1	Method: annual project reviews, audio-visual evidence, interviews with stakeholders Risk: National restrictions imposed due to COVID-19
	1.2.5: # Setting up of Web based ODS monitoring system.	Project progress reports, minutes of meetings, stakeholders' feedback.	1	2020	1		1	Method: Software evidence. Risk: Poor quality of the system.
<b>Output 2 Efficiently and timely collected and reported ODS data</b>	2.1.2 # of reports on ODS imports/consumption prepared and submitted to the secretariat to the Montreal Protocol	Project progress reports and deliverables, minutes of board meetings, stakeholders' feedback.	All reports till 2020	2020	1	1	2	Method: annual project reviews, study reports, interviews with stakeholders, surveys, validation studies. Risk: data insufficiency/absence;
	2.1.3 # of progress reports on CP implementation submitted to the secretariat of MLF to the Montreal Protocol via application of electronic data collection system	Project progress reports and deliverables, minutes of board meetings, stakeholders' feedback.	All reports till 2020	2020	1	1	2	Method: annual project reviews, study reports, interviews with stakeholders, surveys, validation studies Risk: data insufficiency/absence

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	FINAL	
<b>Output 3. Strengthened consultation and coordination mechanisms with various national agencies/ stakeholders</b>	3.1.1 # NOO support cases	Project progress reports and deliverables, minutes of board meetings, stakeholders' feedback.	0	2020	1	1	2	Method: annual project reviews, study reports, interviews with stakeholders, evaluation score cards. Risk: low willingness of the GoG to cooperate in capacity needs assessments; low willingness/unwillingness of the GoG to accept and implement capacity development recommendations.
	3.1.2: # of PEB meetings per year	Project progress reports, minutes of board meetings, stakeholders' feedback.	PEB established and operational under HCFC management project	2020	1	1	2	Method: PEB meetings; annual project reviews. Risk: poor cooperation between PEB members and thus, inability to reach a common agreement.
	3.1.3: # of interagency meetings on Kigali Amendment	Project progress reports, minutes of meetings, stakeholders' feedback.	0	2020	2	2	4	Method: consultations, meetings Risk: low participation from stakeholders
	3.1.4: # of consultative meetings with industry associations regarding implementation of demo low GWP alternatives/technology project	Project progress reports, minutes of meetings, stakeholders' feedback.	4	2020	2	0	2	Method: consultations, meetings Risk: low interest from stakeholders
<b>Output 4. Effectively supervised HCFC phase-out activities</b>	4.1.1.a # of trainings of RAC servicing technicians in application and handling with low or zero GWP alternatives, including natural refrigerants as well as on alternative technologies and energy efficiency measures, and requirements under the Regulation (EC) No 842/2006	Project progress reports, training reports and other audio-visual evidence, stakeholders' feedback.	2	2020	1	1	2	Method: trainings, annual project reviews, training reports and other audio-visual evidence, interviews with stakeholders Risk: poor quality of trainings
	4.1.1.b # of RAC technicians trained (o/w # women)		23		up to 20	up to 20	up to 40	
	4.1.2 # of consultation meetings with MSE and other relevant organizations on VETs capacity building plan implementation	Project progress reports and deliverables, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	0	2020	1	1	2	Method: capacity needs assessment, meetings, Interviews. Risk: low willingness/unwillingness of MSE/VATss to cooperate with the project in implementation of capacity building plan; low capacity of VATs to implement capacity development programme.

EXPECTED OUTPUTS	OUTPUT INDICATORS	DATA SOURCE	BASELINE		TARGETS (by frequency of data collection)			DATA COLLECTION METHODS & RISKS
			Value	Year	2021	2022	FINAL	
<b>Output 5. Raised public awareness on Ozone Layer Protection</b>	5.1.1 # of awareness raising seminars for GoG on green public procurement related to ODS friendly equipment	Project progress reports, minutes of the meetings, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	1	2020	1	1	1	Method: seminars, meetings, annual project reviews, stakeholder feedback. Risk: low interest from GoG's side to participate in the seminar; low willingness of the GoG to implement green procurement.
	5.1.2 # Number of GoG on-demand support cases on green cooling international initiatives and networks whom the GoG cooperates with.	Project progress reports, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	0	2020	1 (cooperation with and membership in Green Cooling Network)	1 (cooperation with and membership in Green Cooling Network)	2	Method: on-line communications, stakeholder feedback. Risk: low interest from GoG's side to participate in the seminar; low willingness of the GoG to implement green procurement.
	5.2.1 # of public awareness campaigns dedicated to international Ozone Day	Project progress reports, minutes and resolutions/decisions of board meetings, stakeholders' feedback.	Annually celebrated Ozone days	2020	1	1	2	Method: annual project reviews, media campaign, meetings, seminars, consultations, stakeholder feedback. Risk: low interest of target audience and general public in Ozone related issues.
<b>Output 6. Enhanced regional cooperation and participation in Montreal Protocol meetings</b>	6.1.1 # of meetings on Ozone Action network for ECA countries attended by GoG	Project progress reports, minutes and resolutions/decisions of board meetings, mission reports, stakeholders' feedback.	0	2020	1		1	Method: annual project reviews, meetings Risk: low interest from the GoG to implement new decisions strategies for ODS phase out
	6.1.2 # Number of open-ended working group meetings and conference/meeting of parties attended by GoG	Project progress reports, minutes and resolutions/decisions of board meetings, mission reports, stakeholders' feedback.	0	2020	1	1	2	Method: annual project reviews, meetings Risk: low interest from the GoG to implement new decisions strategies for ODS phase out

## VI. MONITORING AND EVALUATION

In accordance with UNDP's programming policies and procedures, the project will be monitored through the following monitoring and evaluation plans:

### Monitoring Plan

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
<b>Track results progress</b>	Progress data against the results indicators in the RRF will be collected and analysed to assess the progress of the project in achieving the agreed outputs.	Quarterly, or in the frequency required for each indicator.	Slower than expected progress will be addressed by project management.		
<b>Monitor and Manage Risk</b>	Identify specific risks that may threaten achievement of intended results. Identify and monitor risk management actions using a risk log. This includes monitoring measures and plans that may have been required as per UNDP's Social and Environmental Standards. Audits will be conducted in accordance with UNDP's audit policy to manage financial risk.	Quarterly	Risks are identified by project management and actions are taken to manage risk. The risk log is actively maintained to keep track of identified risks and actions taken.		
<b>Learn</b>	Knowledge, good practices and lessons will be captured regularly, as well as actively sourced from other projects and partners and integrated back into the project.	At least annually	Relevant lessons are captured by the project team and used to inform management decisions.		
<b>Annual Project Quality Assurance</b>	The quality of the project will be assessed against UNDP's quality standards to identify project strengths and weaknesses and to inform management decision making to improve the project.	Annually	Areas of strength and weakness will be reviewed by project management and used to inform decisions to improve project performance.		
<b>Review and Make Course Corrections</b>	Internal review of data and evidence from all monitoring actions to inform decision making.	At least annually	Performance data, risks, lessons and quality will be discussed by the project board and used to make course corrections.		
<b>Project Report</b>	A progress report will be presented to the Project Board and key stakeholders, consisting of progress data showing the	Annually, and at the end of the	Progress reports will be prepared and discussed at the project Board		

Monitoring Activity	Purpose	Frequency	Expected Action	Partners (if joint)	Cost (if any)
	results achieved against pre-defined annual targets at the output level, the annual project quality rating summary, an updated risk long with mitigation measures, and any evaluation or review reports prepared over the period.	project (final report)			
<b>Project Review (Project Board)</b>	The project's governance mechanism (i.e., project board) will hold regular project reviews to assess the performance of the project and review the Multi-Year Work Plan to ensure realistic budgeting over the life of the project. In the project's final year, the Project Board shall hold an end-of project review to capture lessons learned and discuss opportunities for scaling up and to socialize project results and lessons learned with relevant audiences.	At least semi-annually	Any quality concerns or slower than expected progress should be discussed by the project board and management actions agreed to address the issues identified.		



## VII. MULTI-YEAR WORK PLAN <sup>23</sup>

All anticipated programmatic and operational costs to support the project, including development effectiveness and implementation support arrangements, need to be identified, estimated and fully costed in the project budget under the relevant output(s). This includes activities that directly support the project, such as communication, human resources, procurement, finance, audit, policy advisory, quality assurance, reporting, management, etc. All services which are directly related to the project need to be disclosed transparently in the project document.

	Atlas Implementing Agent	Atlas Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Account Description	Amount Year 2021 (USD)	Amount Year 2022 (USD)	Total (USD)
<i>Objective 1: Adoption/implementation of ODS legislation and regulation to control and monitor ODS consumption</i>	UNDP	63030	MLF	75700	Trainings, Workshops and Conferences	7,000	6,000	13,000
	UNDP	63030	MLF	71300	Local Consultants	10,080	4,200	14,280
<b>Total Objective 1</b>						<b>17,080</b>	<b>10,200</b>	<b>27,280</b>
<i>Objective 2: Efficient and timely data collection and reporting</i>	UNDP	63030	MLF	71300	Local Consultant	2,400	2,400	4,800
<b>Total Objective 2</b>						<b>2,400</b>	<b>2,400</b>	<b>4,800</b>
<i>Objective 3: Consultations and coordination with other national agencies/stakeholders</i>	UNDP	63030	MLF	75700	Trainings, Workshops and Conferences	750	750	1,500
<b>Total Objective 3</b>						<b>750</b>	<b>750</b>	<b>1,500</b>
<i>Objective 4: Supervision of timely implementation of phase-out activities and reduction in ODS consumption</i>	UNDP	63030	MLF	75700	Trainings, Workshops and Conferences	0	0	0
<b>Total Objective 4</b>						<b>0</b>	<b>0</b>	<b>0</b>
<i>Objective 5: Awareness raising and information exchange</i>	UNDP	63030	MLF	72100	Contractual Service Companies	3,500	4,500	8,000
	UNDP	63030	MLF	73100	Local Consultant		450	450
<b>Total Objective 5</b>						<b>3,500</b>	<b>4,950</b>	<b>8,450</b>
<i>Objective 6: Regional cooperation and participation to Montreal Protocol meetings</i>	UNDP	63030	MLF	75700	Trainings, Workshops and Conferences	1,500	1,500	3,000
<b>Total Objective 6</b>						<b>1,500</b>	<b>1,500</b>	<b>3,000</b>
PMC	UNDP	63030	MLF	71400	Contractual services-Individuals	15,390	20,520	35,910
				74596	Support Services - DPC	850	850	1,700
				74500	Miscellaneous Expenses	430	430	860
				72200	Information Technology Equipment	1,500		1,500
<b>Total PMC</b>						<b>18,170</b>	<b>21,800</b>	<b>39,970</b>
<b>TOTAL Budget</b>						<b>43,400</b>	<b>41,600</b>	<b>85,000</b>

<sup>2</sup> Cost definitions and classifications for programme and development effectiveness costs to be charged to the project are defined in the Executive Board decision DP/2010/32

<sup>3</sup> Changes to a project budget affecting the scope (outputs), completion date, or total estimated project costs require a formal budget revision that must be signed by the project board. In other cases, the UNDP programme manager alone may sign the revision provided the other signatories have no objection. This procedure may be applied for example when the purpose of the revision is only to re-phase activities among years.

## VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS

The Ministry of Environmental Protection and Agriculture of Georgia (MEPA) is the responsible authority for the implementation of the Montreal Protocol in Georgia and it oversees the implementation of the ozone related activities in the country. The National Ozone Unit created under the Ministry coordinates and implements ODS phase-out policies and projects.

“XI phase of Institutional strengthening for implementation of the Montreal Protocol” project falls under the ongoing “Enabling Activities Program for Implementation of Montreal Protocol in Georgia (EAPIMP)”. National Project Director (NPD) is designated by the MEPA who “supports the program or project and serves as a focal point on the part of government. NPD’s responsibility normally entails ensuring effective communications between the partners and monitoring of progress towards expected results”.

The Project Board (PB) will direct the project and will be the ultimate decision-maker for it. It will ensure that the project remains on course to deliver the desired outcomes of the required quality. The PB will make management decisions for the project when guidance is required by the Project Manager or when project tolerances have been exceeded. More specifically, the PB will set up tolerance levels for project stages in terms of duration and disbursement of financial resources. The PB will review and clear Annual Work Plans (AWP) and annual progress achieved by the project through Annual Project Reviews based on the approved annual work plans.

PB will review and approve project activity plans and will authorize major deviations from the agreed plans. The PB is the authority that signs off on the completion of each stage plan as well as authorizes the start of the next stage plan. It will ensure that required resources are committed, will arbitrate any conflicts within the project or negotiate a solution to any problems between the project and external bodies. The PB will meet on a semi-annual basis (more often if required). Prior to the semi-annual meetings, the Project Manager will duly submit the progress report on the previous period and the plan for the next one. The PB will evaluate submitted documents and be in charge of approving plans and budgets.

The PB will consist of the representatives of the NOU, MEPA, UNDP, and CSO. The MEPA, through NPD will assume the Executive Role in the Board. For project purposes, if significant and substantive issues are discussed other relevant stakeholders may be invited to the PB. Those include Climate Change division and Environmental Supervisory Department of MEPA, and Customs Department of Revenue Service of the Ministry of Finance.

Project Assurance – this is one of the key roles in the project management structure. The Project Assurance will act as an independent and objective quality monitoring agent, avoiding the potential “self-serving bias”. In addition, the project assurance will verify the products’ or outputs’ quality. The UNDP MPU Programme Specialist based at the UNDP Istanbul Resource Hub, Georgia UNDP Energy and Environment Team Leader and Energy and Environment Programme Associate will play the Project Assurance role.

### Communications

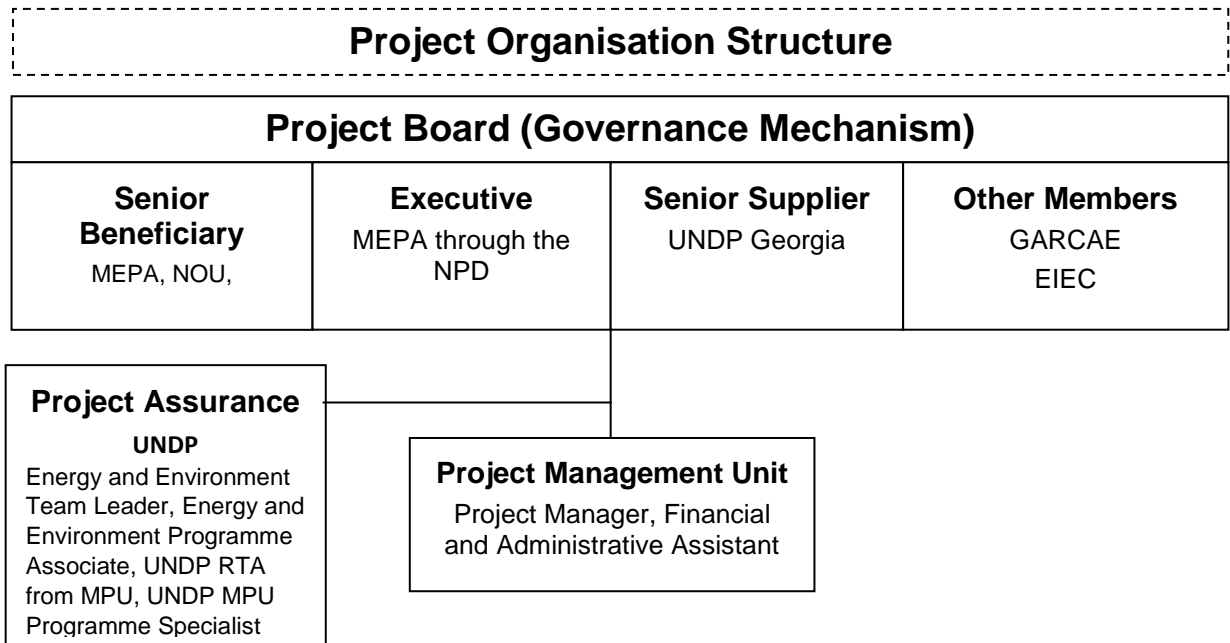
The NPD and the PMU will communicate with a variety of audiences and be in charge of keeping the stakeholders informed of the progress overall and on the most important project events. Further, they will be responsible for building and sustaining the Ministry’s commitment to the project and the involvement of project stakeholders. They will maintain a high level of transparency and openness throughout the project implementation. The PMU and the Ministry will prepare promotional materials which will bear the logos of all project partners. The same standard will also apply for all other written materials and publications and will also apply to all public events.

### Financial and other procedures

Payments will be performed primarily through direct payments. A Standard Letter of Agreement on Provision of Support Services will be signed between the MEPA and UNDP CO outlining the support services that UNDP will provide to the executing agency during the project implementation. The Project

Manager will be authorized to sign payment requests to be made on the basis of the budget approved by Project Board. Granting access to ATLAS system to the project personnel will be part of the standard service agreement.

In accordance with standard UNDP procedures, all resources/equipment gained through project support remains the property of UNDP until project closure when a decision will be taken as to how to dispose of these resources. It is standard practice to leave resources with the implementing partner after project closure as a contribution to the development of national capacity.



## IX. 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 Georgia and UNDP, signed on 01/06/94. All references in the SBAA to “Executing Agency” shall be deemed to refer to “Implementing Partner.”

This project will be implemented by the Ministry of Environmental Protection and Agriculture (“Implementing Partner”) in accordance with its financial regulations, rules, practices and procedures only to the extent that they do not contravene the principles of the Financial Regulations and Rules of UNDP. Where the financial governance of an Implementing Partner does not provide the required guidance to ensure best value for money, fairness, integrity, transparency, and effective international competition, the financial governance of UNDP shall apply.

## X. RISK MANAGEMENT

### Government Entity (NIM)

1. Consistent with the Article III of the SBAA, the responsibility for the safety and security of the Implementing Partner and its personnel and property, and of UNDP’s property in the Implementing Partner’s custody, rests with the Implementing Partner. To this end, the Implementing Partner shall:
  - a) put in place an appropriate security plan and maintain the security plan, taking into account the security situation in the country where the project is being carried;
  - b) assume all risks and liabilities related to the Implementing Partner’s security, and the full implementation of the security plan.
2. UNDP reserves the right to verify whether such a plan is in place, and to suggest modifications to the plan when necessary. Failure to maintain and implement an appropriate security plan as required hereunder shall be deemed a breach of the Implementing Partner’s obligations under this Project Document.

3. The Implementing Partner agrees to undertake all reasonable efforts to ensure that no UNDP funds received pursuant to the Project Document are used to provide support to individuals or entities associated with terrorism and that the recipients of any amounts provided by UNDP hereunder do not appear on the list maintained by the Security Council Committee established pursuant to resolution 1267 (1999). The list can be accessed via [http://www.un.org/sc/committees/1267/aq\\_sanctions\\_list.shtml](http://www.un.org/sc/committees/1267/aq_sanctions_list.shtml).
4. Social and environmental sustainability will be enhanced through application of the UNDP Social and Environmental Standards (<http://www.undp.org/ses>) and related Accountability Mechanism (<http://www.undp.org/secu-srm>).
5. The Implementing Partner shall: (a) conduct project and programme-related activities in a manner consistent with the UNDP Social and Environmental Standards, (b) implement any management or mitigation plan prepared for the project or programme to comply with such standards, and (c) engage in a constructive and timely manner to address any concerns and complaints raised through the Accountability Mechanism. UNDP will seek to ensure that communities and other project stakeholders are informed of and have access to the Accountability Mechanism.
6. All signatories to the Project Document shall cooperate in good faith with any exercise to evaluate any programme or project-related commitments or compliance with the UNDP Social and Environmental Standards. This includes providing access to project sites, relevant personnel, information, and documentation.
7. The Implementing Partner will take appropriate steps to prevent misuse of funds, fraud or corruption, by its officials, consultants, responsible parties, subcontractors and sub-recipients in implementing the project or using UNDP funds. The Implementing Partner will ensure that its financial management, anti-corruption and anti-fraud policies are in place and enforced for all funding received from or through UNDP.
8. The requirements of the following documents, then in force at the time of signature of the Project Document, apply to the Implementing Partner: (a) UNDP Policy on Fraud and other Corrupt Practices and (b) UNDP Office of Audit and Investigations Investigation Guidelines. The Implementing Partner agrees to the requirements of the above documents, which are an integral part of this Project Document and are available online at [www.undp.org](http://www.undp.org).
9. In the event that an investigation is required, UNDP has the obligation to conduct investigations relating to any aspect of UNDP projects and programmes. The Implementing Partner shall provide its full cooperation, including making available personnel, relevant documentation, and granting access to the Implementing Partner's (and its consultants', responsible parties', subcontractors' and sub-recipients') premises, for such purposes at reasonable times and on reasonable conditions as may be required for the purpose of an investigation. Should there be a limitation in meeting this obligation, UNDP shall consult with the Implementing Partner to find a solution.
10. The signatories to this Project Document will promptly inform one another in case of any incidence of inappropriate use of funds, or credible allegation of fraud or corruption with due confidentiality.

Where the Implementing Partner becomes aware that a UNDP project or activity, in whole or in part, is the focus of investigation for alleged fraud/corruption, the Implementing Partner will inform the UNDP Resident Representative/Head of Office, who will promptly inform UNDP's Office of Audit and Investigations (OAI). The Implementing Partner shall provide regular updates to the head of UNDP in the country and OAI of the status of, and actions relating to, such investigation.

11. *Choose one of the three following options:*

UNDP shall be entitled to a refund from the Implementing Partner of any funds provided that have been used inappropriately, including through fraud or corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document. Such amount may be deducted by UNDP from any payment due to the Implementing Partner under this or any other agreement.

Where such funds have not been refunded to UNDP, the Implementing Partner agrees that donors to UNDP (including the Government) whose funding is the source, in whole or in part, of the funds for the activities under this Project Document, may seek recourse to the Implementing Partner for the recovery of any funds determined by UNDP to have been used inappropriately, including through fraud or

corruption, or otherwise paid other than in accordance with the terms and conditions of the Project Document.

Note: The term “Project Document” as used in this clause shall be deemed to include any relevant subsidiary agreement further to the Project Document, including those with responsible parties, subcontractors and sub-recipients.

12. Each contract issued by the Implementing Partner in connection with this Project Document shall include a provision representing that no fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the proposal, have been given, received, or promised in connection with the selection process or in contract execution, and that the recipient of funds from the Implementing Partner shall cooperate with any and all investigations and post-payment audits.
13. Should UNDP refer to the relevant national authorities for appropriate legal action any alleged wrongdoing relating to the project, the Government will ensure that the relevant national authorities shall actively investigate the same and take appropriate legal action against all individuals found to have participated in the wrongdoing, recover and return any recovered funds to UNDP.
14. The Implementing Partner shall ensure that all of its obligations set forth under this section entitled “Risk Management” are passed on to each responsible party, subcontractor and sub-recipient and that all the clauses under this section entitled “Risk Management Standard Clauses” are included, *mutatis mutandis*, in all sub-contracts or sub-agreements entered into further to this Project Document.

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## **XI. SOCIAL AND ENVIRONMENTAL SCREENING PROCEDURE :**

According to article 7 of Screening Requirements and Process of the Social and Environmental Screening Procedure, project meets exemption criteria of the social and environmental screening requirement. Entire scope of the project is comprised solely by following activities:

- (a) Preparation and dissemination of reports, documents and communication materials;
- (b) Organization of an event, workshop, training;
- (c) Strengthening capacities of partners to participate in international negotiations and conferences;
- (d) Partnership coordination (including UN coordination) and management of networks;

Thus, this project is exempted from the safeguards screening (SESP) requirement.

## XII. ANNEXES

### ANNEX 1: Design & Appraisal Stage Quality Assurance Report

Form Status: Approved	
Overall Rating:	Satisfactory
Decision:	Approve: The project is of sufficient quality to continue as planned. Any management actions must be addressed in a timely manner.
Portfolio/Project Number:	00064446
Portfolio/Project Title:	HCFC Phase-Out Management Plan
Portfolio/Project Date:	2012-02-01 / 2022-09-30

Strategic Quality Rating: Highly Satisfactory

1. Does the project specify how it will contribute to higher level change through linkage to the programme's Theory of Change?

- 3: The project is clearly linked to the programme's theory of change. It has an explicit change pathway that explains how the project will contribute to outcome level change and why the project's strategy will likely lead to this change. This analysis is backed by credible evidence of what works effectively in this context and includes assumptions and risks.
- 2: The project is clearly linked to the programme's theory of change. It has a change pathway that explains how the project will contribute to outcome-level change and why the project strategy will likely lead to this change.
- 1: The project document may describe in generic terms how the project will contribute to development results, without an explicit link to the programme's theory of change.

Evidence: The project has Theory of Change (see section II. Strategy)

List of Uploaded Documents

#	File Name	Modified By	Modified On
<b>No documents available.</b>			

2. Is the project aligned with the UNDP Strategic Plan?

- 3: The project responds to at least one of the development settings as specified in the [Strategic Plan<sup>1</sup>](#) and adapts at least one [Signature Solution<sup>2</sup>](#). The project's RRF includes all the relevant SP output indicators. (all must be true)
- 2: The project responds to at least one of the development settings as specified in the [Strategic Plan<sup>4</sup>](#). The project's RRF includes at least one SP output indicator, if relevant. (both must be true)
- 1: The project responds to a partner's identified need, but this need falls outside of the UNDP Strategic Plan. Also select this option if none of the relevant SP indicators are included in the RRF.

Evidence: The project responds to SP 2018-2021 Outcome 2. Accelerate structural transformations for sustainable development/ Output 2.4.1 Gender-responsive legal and regulatory frameworks, policies and institutions strengthened, and solutions adopted, to address conservation, sustainable use and equitable benefit sharing of natural resources, in line with international conventions and national legislation (see cover, section II. Strategy)

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<b>No documents available.</b>			

3. Is the project linked to the programme outputs? (i.e., UNDAF Results Group Workplan/CPD, RPD or Strategic Plan IRRF for global projects/strategic interventions not part of a programme)

- Yes
- No

Evidence: Yes, the project is linked to both UNSDCF 2021-2025 and CPD 2021-2025 Outcomes/outputs (see section II. Strategy)

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<b>No documents available.</b>			

Relevant

Quality Rating: Satisfactory

4. Do the project target groups leave furthest behind?

- 3: The target groups are clearly specified, prioritising discriminated, and marginalized groups left furthest behind, identified through a rigorous process based on evidence.
- 2: The target groups are clearly specified, prioritizing groups left furthest behind.
- 1: The target groups are not clearly specified.

Evidence: The target beneficiaries are defined in sections "Stakeholder Engagement", as well as "Sustainability, Scale-up"

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**No documents available.**

5. Have knowledge, good practices, and past lessons learned of UNDP and others informed the project design?

- 3: Knowledge and lessons learned backed by credible evidence from sources such as evaluation, corporate policies/strategies, and/or monitoring have been explicitly used, with appropriate referencing, to justify the approach used by the project.
- 2: The project design mentions knowledge and lessons learned backed by evidence/sources but have not been used to justify the approach selected.
- 1: There is little, or no mention of knowledge and lessons learned informing the project design. Any references made are anecdotal and not backed by evidence.

Evidence: Current project represents 11th phase of Institutional Strengthening (IS) Program, 10 phases of which had been already accomplished. Though lessons learned are not explicitly discussed, the project document mentions achievements of the phase 10 (section I.Development Challenge).

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**No documents available.**

6. Does UNDP have a clear advantage to engage in the role envisioned by the project vis-à-vis national / regional / global partners and other actors?

- 3: An analysis has been conducted on the role of other partners in the area where the project intends to work, and credible evidence supports the proposed engagement of UNDP and partners through the project, including identification of potential funding partners. It is clear how results achieved by partners will complement the project's intended results and a communication strategy is in place to communicate results and raise visibility vis-à-vis key partners. Options for south-south and triangular cooperation have been considered, as appropriate. (all must be true)
- 2: Some analysis has been conducted on the role of other partners in the area where the project intends to work, and relatively limited evidence supports the proposed engagement of and division of labour between UNDP and partners through the project, with unclear funding and communications strategies or plans.
- 1: No clear analysis has been conducted on the role of other partners in the area that the project intends to work. There is risk that the project overlaps and/or does not coordinate with partners' interventions in this area. Options for south-south and triangular cooperation have not been considered, despite its potential relevance.

Evidence: Section "Partnerships" discusses in detail the partners of the project.

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**No documents available.**

Principled

Quality Rating: Satisfactory

7. Does the project apply a human rights-based approach?

- 3: The project is guided by human rights and incorporates the principles of accountability, meaningful participation, and non-discrimination in the project's strategy. The project upholds the relevant international and national laws and standards. Any potential adverse impacts on enjoyment of human rights were rigorously identified and assessed as relevant, with appropriate mitigation and management measures incorporated into project design and budget. (all must be true)
- 2: The project is guided by human rights by prioritizing accountability, meaningful participation and non-discrimination. Potential adverse impacts on enjoyment of human rights were identified and assessed as relevant, and appropriate mitigation and management measures incorporated into the project design and budget. (both must be true)
- 1: No evidence that the project is guided by human rights. Limited or no evidence that potential adverse impacts on enjoyment of human rights were considered.

Evidence: The project by its nature does not imply any potential adverse impacts on enjoyment of human rights.

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<b>No documents available.</b>			

8. Does the project use gender analysis in the project design?

- 3: A participatory gender analysis has been conducted and results from this gender analysis inform the development challenge, strategy and expected results sections of the project document. Outputs and indicators of the results framework include explicit references to gender equality, and specific indicators measure and monitor results to ensure women are fully benefitting from the project. (all must be true)
- 2: A basic gender analysis has been carried out and results from this analysis are scattered (i.e., fragmented and not consistent) across the development challenge and strategy sections of the project document. The results framework may include some gender sensitive outputs and/or activities but gender inequalities are not consistently integrated across each output. (all must be true)
- 1: The project design may or may not mention information and/or data on the differential impact of the project's development situation on gender relations, women and men, but the gender inequalities have not been clearly identified and reflected in the project document.

Evidence: Concerning gender mainstreaming, the project will ensure fair and equal participation of both male and female stakeholders in all project activities, including education and training, stakeholder consultations/workshops, awareness and promo actions. The Project will encourage women technicians' certification and broad participation in the trainings

List of Uploaded Documents

#	File Name	Modified By	Modified On
<b>No documents available.</b>			

9. Did the project support the resilience and sustainability of societies and/or ecosystems?

- 3: Credible evidence that the project addresses sustainability and resilience dimensions of development challenges, which are integrated in the project strategy and design. The project reflects the interconnections between the social, economic and environmental dimensions of sustainable development. Relevant shocks, hazards and adverse social and environmental impacts have been identified and rigorously assessed with appropriate management and mitigation measures incorporated into project design and budget. (all must be true)
- 2: The project design integrates sustainability and resilience dimensions of development challenges. Relevant shocks, hazards and adverse social and environmental impacts have been identified and assessed, and relevant management and mitigation measures incorporated into project design and budget. (both must be true)
- 1: Sustainability and resilience dimensions and impacts were not adequately considered.

Evidence: Not applicable

List of Uploaded Documents

#	File Name	Modified By	Modified On
<b>No documents available.</b>			

10. Has the Social and Environmental Screening Procedure (SESP) been conducted to identify potential social and environmental impacts and risks? The SESP is not required for projects in which UNDP is Administrative Agent only and/or projects comprised solely of reports, coordination of events, trainings, workshops, meetings, conferences and/or communication materials and information dissemination. [if yes, upload the completed checklist. If SESP is not required, provide the reason for the exemption in the evidence section.]

- Yes
- No
- SESP not required because project consists solely of (Select all exemption criteria that apply)
- 1: Preparation and dissemination of reports, documents and communication materials
- 2: Organization of an event, workshop, training
- 3: Strengthening capacities of partners to participate in international negotiations and conferences
- 4: Partnership coordination (including UN coordination) and management of networks
- 5: Global/regional projects with no country level activities (e.g. knowledge management, inter-governmental processes)
- 6: UNDP acting as Administrative Agent

Evidence: The SESP is not required, as the project deals with building of the national capacity for fulfilling Montreal Protocol obligations and main activities include improving legislature basis, trainings, awareness raising, strengthening internal coordination and regional cooperation.



## List of Uploaded Documents

#	File Name	Risk Category	Risk Requirements	Document Status	Modified By	Modified On
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**No documents available.**

Management &amp; Monitoring

Quality Rating: Highly Satisfactory

11. Does the project have a strong results framework?

- 3: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators that measure the key expected development changes, each with credible data sources and populated baselines and targets, including gender sensitive, target group focused, sex-disaggregated indicators where appropriate. (all must be true)
- 2: The project's selection of outputs and activities are at an appropriate level. Outputs are accompanied by SMART, results-oriented indicators, but baselines, targets and data sources may not yet be fully specified. Some use of target group focused, sex-disaggregated indicators, as appropriate. (all must be true)
- 1: The project's selection of outputs and activities are not at an appropriate level; outputs are not accompanied by SMART, results-oriented indicators that measure the expected change and have not been populated with baselines and targets; data sources are not specified, and/or no gender sensitive, sex-disaggregation of indicators. (if any is true)

Evidence: The project has well developed logframe with SMART and gender-disaggregated indicators (wherever applicable).

## List of Uploaded Documents

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**No documents available.**

12. Is the project's governance mechanism clearly defined in the project document, including composition of the project board?

- 3: The project's governance mechanism is fully defined. Individuals have been specified for each position in the governance mechanism (especially all members of the project board.) Project Board members have agreed on their roles and responsibilities as specified in the terms of reference. The ToR of the project board has been attached to the project document. (all must be true)
- 2: The project's governance mechanism is defined; specific institutions are noted as holding key governance roles, but individuals may not have been specified yet. The project document lists the most important responsibilities of the project board, project director/manager and quality assurance roles. (all must be true)
- 1: The project's governance mechanism is loosely defined in the project document, only mentioning key roles that will need to be filled at a later date. No information on the responsibilities of key positions in the governance mechanism is provided.

Evidence: The project governance mechanism is well described in section VIII. GOVERNANCE AND MANAGEMENT ARRANGEMENTS, more details provided in the Board TOR (annex 3)

## List of Uploaded Documents

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**No documents available.**

13. Have the project risks been identified with clear plans stated to manage and mitigate each risk?

- 3: Project risks related to the achievement of results are fully described in the project risk log, based on comprehensive analysis drawing on the programme's theory of change, Social and Environmental Standards and screening, situation analysis, capacity assessments and other analysis such as funding potential and reputational risk. Risks have been identified through a consultative process with key internal and external stakeholders, including consultation with the UNDP Security Office as required. Clear and complete plan in place to manage and mitigate each risk, including security risks, reflected in project budgeting and monitoring plans. (both must be true)
- 2: Project risks related to the achievement of results are identified in the initial project risk log based on a minimum level of analysis and consultation, with mitigation measures identified for each risk.
- 1: Some risks may be identified in the initial project risk log, but no evidence of consultation or analysis and no clear risk mitigation measures identified. This option is also selected if risks are not clearly identified, no initial risk log is included with the project document and/or no security risk management process has taken place for the project.

Evidence: The project risks have been identified/assessed, as well as mitigation measures (see Annex 2).

## List of Uploaded Documents

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**No documents available.**

Efficient

Quality Rating: Highly Satisfactory

14. Have specific measures for ensuring cost-efficient use of resources been explicitly mentioned as part of the project design? This can include, for example:

- i) Using the theory of change analysis to explore different options of achieving the maximum results with the resources available.
- ii) Using a portfolio management approach to improve cost effectiveness through synergies with other interventions.
- iii) Through joint operations (e.g., monitoring or procurement) with other partners.
- iv) Sharing resources or coordinating delivery with other projects.
- v) Using innovative approaches and technologies to reduce the cost of service delivery or other types of interventions.

- Yes  
 No

Evidence: See: section "Cost Efficiency and Effectiveness"

List of Uploaded Documents

#	File Name	Modified By	Modified On
<b>No documents available.</b>			

15. Is the budget justified and supported with valid estimates?

- 3: The project's budget is at the activity level with funding sources, and is specified for the duration of the project period in a multi-year budget. Realistic resource mobilisation plans are in place to fill unfunded components. Costs are supported with valid estimates using benchmarks from similar projects or activities. Cost implications from inflation and foreign exchange exposure have been estimated and incorporated in the budget. Adequate costs for monitoring, evaluation, communications and security have been incorporated.
- 2: The project's budget is at the activity level with funding sources, when possible, and is specified for the duration of the project in a multi-year budget, but no funding plan is in place. Costs are supported with valid estimates based on prevailing rates.
- 1: The project's budget is not specified at the activity level, and/or may not be captured in a multi-year budget.

Evidence: The project contains output level budget, broken down by years and Atlas accounts.

List of Uploaded Documents

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<b>No documents available.</b>			

16. Is the Country Office / Regional Hub / Global Project fully recovering the costs involved with project implementation?

- 3: The budget fully covers all project costs that are attributable to the project, including programme management and development effectiveness services related to strategic country programme planning, quality assurance, pipeline development, policy advocacy services, finance, procurement, human resources, administration, issuance of contracts, security, travel, assets, general services, information and communications based on full costing in accordance with prevailing UNDP policies (i.e., UPL, LPL.)
- 2: The budget covers significant project costs that are attributable to the project based on prevailing UNDP policies (i.e., UPL, LPL) as relevant.
- 1: The budget does not adequately cover project costs that are attributable to the project, and UNDP is cross-subsidizing the project.

Evidence: The project will be charged DPC costs for provided services per UPL.

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<b>No documents available.</b>			

Effective

Quality Rating: Needs Improvement

17. Have targeted groups been engaged in the design of the project?

- 3: Credible evidence that all targeted groups, prioritising discriminated and marginalized populations that will be involved in or affected by the project, have been actively engaged in the design of the project. The project has an explicit strategy to identify, engage and ensure the meaningful participation of target groups as stakeholders throughout the project, including through monitoring and decision-making (e.g., representation on the project board, inclusion in samples for evaluations, etc.)
- 2: Some evidence that key targeted groups have been consulted in the design of the project.
- 1: No evidence of engagement with targeted groups during project design.
- Not Applicable

Evidence: The project has been designed in close cooperation/consultation with relevant local authorities (MEPA, National Ozone Unit).

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**No documents available.**

18. Does the project plan for adaptation and course correction if regular monitoring activities, evaluation, and lesson learned demonstrate there are better approaches to achieve the intended results and/or circumstances change during implementation?

- Yes  
 No

Evidence: The Project Board will serve as a mechanism for discussing and approving project corrections if needed.

## List of Uploaded Documents

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**No documents available.**

19. The gender marker for all project outputs are scored at GEN2 or GEN3, indicating that gender has been fully mainstreamed into all project outputs at a minimum.

- Yes  
 No

Evidence: The project is given GEN01 marker, since the project contributes in a limited way to gender equality, but not significantly. It deals with strengthening national capacity in implementing obligations of the Montreal Protocol, so gender equality has not been critical in the project design. Nevertheless, some aspects of the output at the project level are expected to promote gender equality but not in a consistent way. E.g. the project envisages improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, and new regulations (Regulation (EC) No 842/2006). This activity will particularly encourage women technicians' certification.

Management Response: The project team will monitor closely potential impact of activities on gender equality. At all project stages, the team will ensure equal participation of men and women as well as potential certification of women technicians.

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**No documents available.**

Sustainability & National Ownership

Quality Rating: Satisfactory

20. Have national / regional / global partners led, or proactively engaged in, the design of the project?

- 3: National partners (or regional/global partners for regional and global projects) have full ownership of the project and led the process of the development of the project jointly with UNDP.  
 2: The project has been developed by UNDP in close consultation with national / regional / global partners.  
 1: The project has been developed by UNDP with limited or no engagement with national partners.

Evidence: Yes, the project has been developed in consultation with MEPA and National Ozone Unit.

## List of Uploaded Documents

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**No documents available.**

21. Are key institutions and systems identified, and is there a strategy for strengthening specific / comprehensive capacities based on capacity assessments conducted?

- 3: The project has a strategy for strengthening specific capacities of national institutions and/or actors based on a completed capacity assessment. This strategy includes an approach to regularly monitor national capacities using clear indicators and rigorous methods of data collection, and adjust the strategy to strengthen national capacities accordingly.  
 2: A capacity assessment has been completed. There are plans to develop a strategy to strengthen specific capacities of national institutions and/or actors based on the results of the capacity assessment.  
 1: Capacity assessments have not been carried out.  
 Not Applicable

Evidence: HACT assessment will be completed for all responsible parties partnered by the project.

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**No documents available.**

22. Is there is a clear strategy embedded in the project specifying how the project will use national systems (i.e., procurement, monitoring, evaluations, etc.) to the extent possible?

- Yes  
 No  
 Not Applicable

Evidence: The project is NIM with CO support.

List of Uploaded Documents

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**No documents available.**

23. Is there a clear transition arrangement / phase-out plan developed with key stakeholders in order to sustain or scale up results (including resource mobilisation and communications strategy)?

- Yes  
 No

Evidence: Yes, sustainability measures are discussed in the section "Sustainability, Scale up".

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**No documents available.**

QA Summary/LPAC Comments

The project LPAC was conducted electronically with the deadline for submission of the comments by 23 Feb 2021. The project document is in line with the CO and corporate Strategic objectives and is recommended for approval.

## ANNEX 2: Risk Analysis

#	Description	Risk Category	Impact and Likelihood = Risk Level	Risk Treatment / Management Response	Owner
1	GoG's low willingness to develop proper legal-regulatory and institutional basis for the management of HCFC-based equipment and ODS wastes	Political	Probability P=2 Impact I=4	The project conduct intensive consultations with the GoG on legal recommendations	Project management Implementing partner – MEPA
2	GoG's low interest in learning green procurement and its willingness to introduce it in public procurement system;	Political	Probability P=3 Impact I=2	The project will have close consultations NOO and other government agencies on green procurement and green cooling initiative	Project management Implementing partner – MEPA
3	GoG's low willingness/unwillingness to ratify and implement Kigali Amendment	Political	Probability P=1 Impact I=4	Awareness raising seminars and close consultations with relevant decision-makers will be conducted during the course of work in order to enhance the government's knowledge in Kigali amendment and as well, its ownership and willingness to ratify and implement Kigali Amendment	Project management Implementing partner – MEPA
4.	Low willingness/unwillingness of other parallel Montreal Protocol related capacity building projects to cooperate with UNDP's IS XI project	Political	Probability P=2 Impact I=3	Project will have close communications with parallel projects in particular, with UNEP capacity building and UNIDO energy efficiency projects and make strong efforts to come up with joint/complementary actions. In addition, the project will support MEPA in effective coordination of all activities in the area of ODS phase out	Project management Implementing partner – MEPA
5.	MEPA's low willingness to provide necessary financial and technical backstopping to the project, in terms of allocation of relevant staff's time, space or other means for stakeholder consultations, etc.;	Political; organizational	Probability P=1 Impact I=5	The project will work under NIM with CO support service modality and with close cooperation of NPD, who at the same time is NOO. It will guarantee strong ownership from the side of the government of Georgia	Project management; Implementing partner-MEPA
6.	<i>low willingness/unwillingness of MSE/VETs to cooperate with the project in implementation of capacity building plan; low capacity of VETs to implement capacity development programme.</i>	Organizational	Probability P=3 Impact I=3	The project will permanently communicate with MSE/VETs to encourage implementation of VETs capacity building plan target VETs	Project management; Implementing partner-MEPA
7.	GoG's low willingness/unwillingness to maintain existing capacity and institutional memory within the GoG	Political	Probability P=3 Impact I=5	The project will work under NIM with CO support service modality and with close cooperation of NPD, who is at the same time is NOO. It will guarantee strong ownership from the side of the government of Georgia; The project will permanently communicate with NOU to provide on-demand technical assistance to NOU/NOO to keep institutional memory, make NOO more sustainable and effective	Project management; Implementing partner-MEPA
8.	Lack/absence of reliable ODS statistics	Operational/ Organizational	Probability P=2 Impact I=5	Data will be collected from national statistics office and other formal information sources as well as through surveys. Data will be cross-checked and validated	Project management; Implementing partner-MEPA
9.	Due to the COVID-19 the on the ground public activities (trainings,	Operational/ Organizational	Probability P=3 Impact I=3	In case of COVID-19 restrictions on the public gatherings, all events will be conducted on-line	Project management; Implementing partner-MEPA

#	Description	Risk Category	Impact and Likelihood = Risk Level	Risk Treatment / Management Response	Owner
	meetings, events) restricted.				
10.	Poor quality of ODS Web Based monitoring system	Operational/ Organizational	Probability P=2 Impact I= 5	Software Engineer will work under direct supervision of the Project Manager in close cooperation with the National Ozone Unit (NOU) and Environmental Supervisory Department.	Project management; Implementing partner-MEPA

## **ANNEX 3: Project Board Terms of Reference and TORs of key management positions**

### **3.1 ToR for Project Board**

#### ***Background***

XI phase of Institutional strengthening for implementation of the Montreal Protocol (XI phase of IS project) is a 11th phase of enabling activities for Georgia with an overall objective to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol.

Under XI phase of IS project Georgia will:

- Further improve legal-regulatory basis, through making legal changes concerning exemptions to ODS uses and mandatory certification of RAC technicians in line with requirements of relevant EU regulations, and regulating import-export of ODS containing equipment;
- Continue enforcing of ODS control measures and monitoring of illegal ODS trade through training of customs officers and environmental inspectors and developing e-learning modules for them;
- Prepare basis for ratification of Kigali amendment in close cooperation with UNEP-supported enabling activities project;
- Regularly report ODS import/consumption data and progress towards implementation of Country Programme to Ozone and MLF secretariat through application of electronic data collection system;
- Assist in implementation of HPMP stage I and II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, assisting in capacity development of existing VETs to incorporate ODS management issues into existing curricula
- Raise awareness of all stakeholders on the linkages between UNFCCC and Montreal Protocol as well as awareness of decision-makers in green procurement;
- Enhance coordination capacities of NOU and assist it in effective cooperation with relevant line Ministries and various donor programmes in the area of ratification of Kigali amendment (under EA programme);
- Continue participation in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol.

The project is implemented under National Implementation Modality (NIM) with the Ministry of Environmental Protection and Agriculture playing an implementing partner's part and UNDP CO providing support services. The project is directed by the Project Board (PB), an ultimate decision-making body for the XI phase IS project, composed of Executive, Senior Supplier, Senior User, and other stakeholders as GARCAE<sup>4</sup> and EIEC. The executive represents the project implementing partner / senior user/beneficiary – entity(ies) directly benefiting from the project and defining and monitoring the quality requirement for the project deliverables/products; and senior supplier – entity that commits resources for the project. PB has also project assurance role to ensure the adherence of the project to set out rules and procedures and quality requirements.

#### ***Composition***

The PB is composed of representatives of following entities:

- Ambient Air Protection Division / NOU, the Environment and Climate Change Department, and Environmental Information and Education Centre, MEPA – executive
- UNDP Country Office – senior supplier
- Georgian Association of Refrigerating, Cryogenic and Air-conditioning Engineers – CSO.

#### ***Roles and responsibilities***

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<sup>4</sup> Georgian Association of Refrigerating, Cryogenic and Air-conditioning Engineers

- Set tolerance levels for the project
- Review and approve work plans and progress reports, including risk logs
- Review progress of the previous year (APR) as well as annual work plan for the next year and approve/endorse them
- Give strategic guidance to the project and assist the project in overcoming potential difficulties during the project implementation
- Conduct end-of-project review to capture lessons learned and discuss opportunities for scaling up and to highlight project results and lessons learned with relevant audiences. This final review meeting will also discuss the findings outlined in the project terminal evaluation report and the management response.

### ***Rules and Procedures***

The PB should meet on a semi-annual basis and more frequently when necessary. Written invitations together with meeting agency and other supporting documents in Georgian and English languages should be circulated among PB members at least one week before the meeting by the PB secretariat.

The PB will be chaired by the NPD of the Enabling Activities Programme who at the same time is a NOO. The Project Management Unit (PMU) will serve as a secretariat to the PB

Decisions should be made at PB meetings through open voting of its members. Minimum quorum for decision-making should be 2/3 of PB members. Opinions of the members may be expressed/comments to deliverables may be provided orally during PB meetings to be recorded by the PB secretariat in the form of Minutes of the PB Meeting (PB MoM) or, in a writing through e-mails addressed to the secretariat. These written comments should also be reflected in the Minutes of the PB Meeting, which should be circulated among PB members in English and Georgian Languages. A signature of the PB MoM from each PB member, attending the meeting is necessary either in a written form or digitally.

The PB is hereby authorised to adopt, at its first meeting any additional Rules of Procedure, regarding the detailed responsibilities and manner of work.

### ***Extended PB meetings***

The PB meeting, if deemed necessary, may convene expanded PB meeting with participation of representatives of various relevant authorities, donors/international development agencies, NGOs and private sector representatives not members to the PB and/or field experts to provide experts opinion on topics of project concern.



### 3.2 Terms of Reference/Job Description for National Project Coordinator/Project Manager

**Position Type:** External Vacancy

**Job Title:** National Project Coordinator/Project Manager to the project: XI phase of Institutional strengthening for implementation of the Montreal Protocol (XI phase of IS project)

**Category:** Environment and Energy

**Application Deadline:** TBD

**Duty station:** Project office in Tbilisi

**Type of contract:** Service Contract (SC)

**Expected starting date:** ASAP

**Expected duration of assignment:** part-time 50%, 1 year with a view of annual contract extension

#### 1. BACKGROUND

XI phase of Institutional strengthening for implementation of the Montreal Protocol (XI phase of IS project) is a 11th phase of enabling activities for Georgia with an overall objective to strengthen Georgia's capacity in implementing obligations of the Montreal Protocol.

Under XI phase of IS project Georgia will:

- Further improve legal-regulatory basis, through making legal changes concerning exemptions to ODS uses and mandatory certification of RAC technicians in line with requirements of relevant EU regulations, and regulating import-export of ODS containing equipment;
- Continue enforcing of ODS control measures and monitoring of illegal ODS trade through training of customs officers and environmental inspectors and developing e-learning modules for them;
- Prepare basis for ratification of Kigali amendment in close cooperation with UNEP-supported enabling activities project;
- Regularly report ODS import/consumption data and progress towards implementation of Country Programme to Ozone and MLF secretariat through application of electronic data collection system;
- Assist in implementation of HPMP stage I and II activities through improving knowledge and skills of RAC technicians in ODS handling, low/zero GWP alternatives, alternative technologies and processes, assisting in capacity development of existing VETs to incorporate ODS management issues into existing curricula and, through supporting design and implementation of conversion demo projects in RAC sector;
- Raise awareness of all stakeholders on the linkages between UNFCCC and Montreal Protocol as well as awareness of decision-makers in green procurement;
- Enhance coordination capacities of NOU and assist it in effective cooperation with Waste and Chemicals Management Department, relevant line Ministries and various donor programmes in the area management of ratification of Kigali amendment (under EA programme), implementation of joint demo conversion and energy efficiency projects in RAC (UNDP-MLF and UNIDO-GEF);
- Continue participation in regional networks, open-ended group meetings and meetings of parties to the Montreal Protocol.

The project is implemented under National Implementation Modality (NIM) with the Ministry of Environmental Protection and Agriculture playing an implementing partner's part and UNDP CO providing support services. The project is directed by the Project Board (PB) composed of Executive, Senior Supplier and Senior User is an ultimate decision-making body for the XI phase IS project. The executive represents the project implementing partner, senior user/beneficiary – entity (ies) directly benefiting from the project and defining and monitoring the quality requirement for the project deliverables/products and senior supplier – entity that commits resources for

To ensure effective and efficient implementation of the project, National Project Coordinator/Project Manager is being recruited to manage the project on a daily basis. He/She will work under the technical guidance of Regional Chemicals Advisor and direct supervision of Environment and Energy Team Leader of UNDP CO.

#### 2. SCOPE OF THE WORK

National Project Coordinator/Project Manager will manage the project on a daily basis. More specifically, he/she will:

- With assistance of project assistant develop annual work plans
- Track financial expenditures
- Prepare budget and project revisions
- Will maintain issues and risk log and track progress against indicators and targets of project Results and Resources Framework and adjust it in accordance with corporate requirements and local needs
- Coordinate recruitment of project staff and supervise their work
- Develop ToRs/SoWs for consultancy assignments, participate in the selection of consultants and supervise their work
- With assistance of project assistant will develop annual procurement plans, SoWs for procurements, participate in selection of vendors and supervise their work
- With assistance of project team provide a secretary work to the PB
- Contribute to the development of inception report, annual progress reports and terminal report
- Provide on-demand advise to the UNDP management and Environment and Energy Team Leader, National Project Director and relevant government counterparts on project related issues
- Liase with national and local counterparts and other strategic partners
- Coordinate outreach, advocacy, visibility activities
- Contribute to the staff and stakeholders learning and knowledge management
- Document lessons from project implementation and make recommendations to the Project Board for more effective implementation and coordination of project activities

### 3. DURATION OF THE CONTRACT

The National Coordinator/Project Manager will be hired on a full-time basis during 1-year period. Annual extension of contract is envisaged until the end of the project pending on satisfactory performance by the incumbent and certification of such performance by the Environment and Energy Team Leader,

### 4. REQUIRED EXPERTISE AND QUALIFICATION

#### Education:

- Advanced university degree (**at least M.Sc. or equivalent – minimum qualification criterion**) in the area of Environmental Science, Environmental Policy and Management, Environmental Engineering, Chemistry, Chemical Engineering or, other related fields

#### Experience:

- **At least 5 years of (managerial or consultancy) experience (minimum qualification criterion)** in any of following fields: chemicals management, implementation of global environmental conventions and in particular, Montreal Protocol to Phase-out Ozone Depleting Substance
- **At least 5 years of experience (minimum qualification criterion)** in project management
- Demonstrated experience in working with/for International Development Organizations and in particular with/for UNDP
- Knowledge and understanding of the context of ODS phase-out Georgia

#### Language:

- Excellent written and verbal communication skills in English

#### Corporate Competencies:

- Demonstrates integrity by modelling the UN's values and ethical standard
- Ability to establish and maintain good working relations with colleagues in multi-

cultural environment

- Fulfills all obligations to gender sensitivity and zero tolerance for sexual harassment
- Ability to effectively coordinate a large, multidisciplinary team of experts and consultants

#### 5. PAYMENT MODALITIES

The National Project Coordinator/Project Manager shall be paid a fixed salary on a monthly basis

#### 6. APPLICATION PROCEDURES

Qualified and interested candidates are hereby requested to apply. The application should contain the following:

- Personal CV or P11, indicating education background/professional qualifications, all past experience from similar projects, as well as the contact details (email and telephone number) of the Candidate and at least three (3) professional references
- Brief description of why the individual considers him/herself as the most suitable for the assignment

Short-list of applicants will be made based on screening (applying simple yes/no principle) of application package and minimum qualification criteria. Only short-listed candidates will be invited to an individual interview.

#### 7. EVALUATION CRITERIA

The expert will be evaluated against technical criteria. Maximum score is 100%. The technical evaluation will include the following:

- Educational Background as requested: 10%
- Professional experience, as requested: 20%
- Project management experience as requested: 20%
- Demonstrated experience in working with/for International Development Organizations and in particular UNDP, 20%
- Knowledge of Georgia's context in phasing out ODS and institutional setting: 20%
- Strong interpersonal and communications skills: 5%
- Fluency in English: 5%

Technical score of the candidate will be set based on an interview with him/her.

**ANNEX 4:**

**STANDARD LETTER OF AGREEMENT BETWEEN UNDP AND THE GOVERNMENT FOR THE PROVISION OF SUPPORT SERVICES**

Dear Mr. Davitashvili,

1. Reference is made to consultations between officials of the Government of Georgia (hereinafter referred to as “the Government”) and officials of UNDP with respect to the provision of support services by the UNDP country office for nationally managed programmes and projects. UNDP and the Government hereby agree that the UNDP country office may provide such support services at the request of the Government through its institution designated in the relevant programme support document or project document, as described below.
2. The UNDP country office may provide support services for assistance with reporting requirements and direct payment. In providing such support services, the UNDP country office shall ensure that the capacity of the Government-designated institution is strengthened to enable it to carry out such activities directly. The costs incurred by the UNDP country office in providing such support services shall be recovered from the administrative budget of the office.
3. The UNDP country office may provide, at the request of the designated institution, the following support services for the activities of the programme/project:
  - (a) Identification and/or recruitment of project and programme personnel;
  - (b) Identification and facilitation of training activities;
  - (c) Procurement of goods and services;
4. The procurement of goods and services and the recruitment of project and programme personnel by the UNDP country office shall be in accordance with the UNDP regulations, rules, policies and procedures. Support services described in paragraph 3 above shall be detailed in an annex to the programme support document or project document, in the form provided in the Attachment hereto. If the requirements for support services by the country office change during the life of a programme or project, the annex to the programme support document or project document is revised with the mutual agreement of the UNDP resident representative and the designated institution.
5. The relevant provisions of the UNDP Standard Basic Assistance Agreement with the Government of Georgia (the “SBAA”), including the provisions on liability and privileges and immunities, shall apply to the provision of such support services. The Government shall retain overall responsibility for the nationally managed programme or project through its designated institution. The responsibility of the UNDP country office for the provision of the support services described herein shall be limited to the provision of such support services detailed in the annex to the programme support document or project document.
6. Any claim or dispute arising under or in connection with the provision of support services by the UNDP country office in accordance with this letter shall be handled pursuant to the relevant provisions of the SBAA.
7. The manner and method of cost-recovery by the UNDP country office in providing the support services described in paragraph 3 above shall be specified in the annex to the programme support document or project document.
8. The UNDP country office shall submit progress reports on the support services provided and shall report on the costs reimbursed in providing such services, as may be required.
9. Any modification of the present arrangements shall be effected by mutual written agreement of the parties hereto.
10. If you are in agreement with the provisions set forth above, please sign and return to this office two signed copies of this letter. Upon your signature, this letter shall constitute an agreement between your

Government and UNDP on the terms and conditions for the provision of support services by the UNDP country office for nationally managed programmes and projects.

Yours sincerely,



Signed on behalf of UNDP  
Louisa Vinton  
Resident Representative



For the Government  
Levan Davitashvili  
Minister  
Ministry of Environmental Protection and Agriculture of Georgia

Attachment**DESCRIPTION OF UNDP COUNTRY OFFICE SUPPORT SERVICES**

1. Reference is made to consultations between the Ministry of Environment Protection and Agriculture, the institution designated by the Government of Georgia and officials of UNDP with respect to the provision of support services by the UNDP country office for the nationally managed project "Institutional strengthening for Implementation of the Montreal Protocol (XI phase) in Georgia" (Atlas Project ID/Award ID number: 00064446 Atlas Output ID/Project ID number: 00125140), (*"the Project"*).

2. In accordance with the provisions of the letter of agreement signed on 25-Feb-2021 and the project document, the UNDP country office shall provide support services for the Project as described below.

3. Support services to be provided:

Support services (insert description)	Schedule for the provision of the support services	Amount and method of reimbursement of UNDP (where appropriate)	Estimated Chargeable Amount
1. Payments, disbursements and other financial transactions	2021-2022 Throughout implementation period, when applicable	As per UNDP Universal Price List: Payment process: \$38.49 Vendor profiles: \$20.66	\$ 500
2. Recruitment of staff, project personnel and consultants	2021-2022 Throughout implementation period, when applicable	As per UNDP Universal Price List: Consultants: \$234.26 Local personnel: \$ 599.81	\$ 400
3. Procurement of services and goods, including disposal	2021-2022 Throughout implementation period, when applicable	As per UNDP Universal Price List: CAP needed: \$540.84 CAP not needed: \$217.35	\$ 500
4. Organization of training activities, conferences and workshops, including fellowships	2021-2022 Throughout implementation period, when applicable	As per UNDP Universal Price List: CAP needed: \$540.84 CAP not needed: \$217.35	\$ 150
5. Travel authorization, visa requests, ticketing, and travel arrangements	2021-2022 Throughout implementation period, when applicable	As per UNDP Universal Price List: Travel costs (DSA, tickets): \$16.51 Travel authorizations: \$26.42 Travel Claim F10:\$23.12	\$ 150
			Up to USD 1,700

4. Description of functions and responsibilities of the parties involved:

UNDP will provide support services to the Ministry as described in the paragraph 3 above in accordance with UNDP rules and procedures; it retains ultimate accountability for the effective implementation of the project;

The UNDP will provide support to the National Project Director (appointed by MEPA) in order to maximize the programme's impact as well as the quality of its products. UNDP will be responsible for administering resources in accordance with the specific objectives defined in the Project Document, and in keeping with the key principles of transparency, competitiveness, efficiency and economy. The financial management and accountability for the resources allocated, as well as other activities related to the execution of programme activities will be undertaken under the direct supervision of the UNDP Country Office.

The Ministry through its National Project Director (NPD) designated from its staff, will approve annual work plans and submit them to UNDP country office in a timely manner;

The Ministry through its NPD or other duly authorized person will monitor and assure that the project funds are spent in accordance with Annual Work Plan (AWP) by authorizing and signing Combined Delivery Reports (CDRs).