



# Initiation Plan / GEF PPG

Empowered lives.  
Resilient nations.

**Project Title:** Increased resilience and adaptive capacity of the most vulnerable communities to climate change in Forested Guinea

**Country:** Guinea

**Country Program Outcome:** *By 2022, National Institutions, Civil Society and the Private Sector will have implemented policies to improve food security, sustainable environmental management, resilience of people to Climate Change and Risk Management related to disasters*

**Gender Marker rating:** GEN2

**SESP Pre-Screening Categorization:** *Moderate*

ATLAS Award ID: **00124409**

ATLAS Project/Output ID: **00119366**  
PIMS number: 6016

Management Arrangement: *DIM*

**Total budget:** **US\$ 200,000**

Allocated resources:

- GEF **US\$ 200,000**

AGREED BY

Day/Month/Year

Mr. Luc Joel Grégoire  
Resident Representative  
UNDP Guinea Country Office

Signature



Date: 13 / 03 / 2020

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

### **Objective & Final Outputs**

The objective of the GEF PPG is to develop the project concept into a full project: Increased resilience and adaptive capacity of the most vulnerable communities to climate change in Forested Guinea. As described in the project concept (PIF/child project concept note), this project aims to address the main barriers to local and regional climate change adaptation and resilience by reducing the vulnerability of local communities in Forested Guinea to the additional climatic risks and building their resilience. This will be achieved through the adoption and uptake of climate-adapted, context-appropriate and economically viable innovative technologies and strategies in agro-sylvo-pastoral activities, also known as Climate Smart Agriculture (CSA). As enabling conditions for CSA, the project also seeks to contribute to the provision and access to climate finance and adequate agro- hydro- meteorological data.

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

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

The final outputs of the GEF PPG are:

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

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

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

<b>Milestone</b>	<b>Date</b>	<b>Notes</b>
<b>Internal submission date</b> for UNDP-GEF review and clearance	<i>20 October 2020</i>	Within 10 months of PIF approval for FSPs. Date to be confirmed with RTA during PPG. Date for RTA clearance will be prior to this date and needs to be confirmed with the RTA.
<b>First GEF Submission Deadline</b> for CEO Endorsement	<i>20 December 2020</i>	First submission must be within 12 months of PIF approval for FSPs. Failure to submit a ProDoc and CEO ER to the GEF Sec by this date will lead to the automatic cancellation of the project by the GEF Sec.
<b>CEO Endorsement Deadline</b> after which the project will be cancelled if not endorsed	<i>19 June 2021</i>	Endorsement must be within 18 months of PIF approval for FSPs and 12 months for MSPs. If the project has not been CEO endorsed by this date, then it will be automatically cancelled by the GEF Sec.

## **Management Arrangements**

The UNDP Guinea Country Office will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Regional Technical Advisor. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The Resident Representative will act as chairman for the working group. The members of the working group will include: the Country Office, some representatives of the ministries in charge of the Environment, Agriculture and the Regional Technical Assistant.

The GEF PPG team will be composed of the following:

1. International expert specialist in adaptation project development, Team Leader
2. Expert with international expertise, specialist in innovations and gender
3. Expert with international expertise in inclusive finance
4. International Expert in Environmental and Social Safeguard Assessment
5. Expert with National expertise in rural development
6. Expert with National socio-economist expertise
7. Expert with National expertise in micro finance
8. Expert with National expertise in cartography and GIS.

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

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

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

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

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

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

See the [SES Supplemental Guidance on Disclosure](#) for more information.

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### III. GEF PPG ACTIVITIES

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

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

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

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

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

##### **b. Gender Analysis**

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

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

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

An Environmental and Social Management Framework (ESMF) will be prepared, to ensure that the required assessments are carried out during the first phase of project implementation. A standard template for an environmental and social management framework is available here: [ESMF outline](#). The ESMF and ProDoc must clearly state that none of the associated project activities will commence until: the assessment(s) have been completed; the required management plan(s) have been prepared; and the plan(s) have been disclosed and approved by the Project Board.

##### **d. Identification of project sites**

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified. The PPG team should develop selection criteria.

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

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

#### **f. Stakeholder analysis**

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

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

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

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

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

- For all potential Implementing Partners, carry out capacity assessments to assess their capacity to implement the project and assess all related risks. This must include HACT and PCAT assessments.
- Discuss the level of co-financing the Government and Implementing Partner are able to commit to this project. As per GEF Policy, the GEF is seeking high co-financing to GEF grant ratios and expects the Government to significantly support the costs associated with project execution (i.e. PMC) for this project.
- Based on these assessments, select and confirm the Implementing Partner for the project in consultations with all relevant stakeholders. The selected Implementing Partner must express willingness to serve as the Implementing Partner for the Project and the concerned government must agree to use the selected Implementing Partner for the Project. (Please see [UNDP's Policy on Selecting Implementing Partners](#)).
- If the Implementing Partner does not have full capacity to execute the project, and execution support is likely to be needed, discuss with the UNDP Resident Representative whether the choice of Implementing Partner is the correct choice. If not, select another Implementing Partner, if possible.

If that is not an option, explore alternative options for the provision of execution support via Responsible Parties ([see UNDP Policy on Selecting Responsible Parties](#)) Discuss with the Implementing Partner the role of the responsible parties in project execution, and the execution support these parties could provide.

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

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

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



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

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

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

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

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

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

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

- Stakeholders who have been and will be engaged (based on stakeholder analysis), including potentially marginalized or disadvantaged groups/individuals (the 'who');
- Key stakeholder objectives and interests (the 'why');
- Steps and actions to achieve meaningful consultation and inclusive participation, including information dissemination and any special measures required to ensure inclusive participation of marginalized disadvantaged groups/individuals the dissemination of information (the 'how');
- Breadth and depth of stakeholder engagement throughout the project cycle, and decisions that need to be made through stakeholder engagement (the 'what');
- Timeline for engagement activities and how they will be sequenced, including information disclosure (the 'when');
- Indicators of stakeholder engagement and monitoring plan;
- Roles and responsibilities for ensuring effective stakeholder engagement through implementation of the Plan; and
- Resource requirements and associated budget.
- A project-level Grievance Redress Mechanism (GRM) will be described in the comprehensive Stakeholder Engagement Plan and established in the first year of project implementation. See the UNDP [guidance on GRM](#) and [sample TOR](#).
- A comprehensive Stakeholder Engagement Plan is required.

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

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

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

See guidance available [here](#).

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

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

The ESMF will identify the required management plans that will be prepared during project implementation. Per the project's pre-SESP, the ESMF for this project must include an Indigenous Peoples Planning Framework and the process of free, prior and informed consent (FPIC) must be initiated during the PPG.

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

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

The CEO endorsement-stage data for the relevant Core Indicators and sub-indicators will be prepared.

The completed [Core Indicators worksheet](#)—with both the original PIF-stage data and the CEO endorsement-stage data—will be annexed to the ProDoc.

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

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

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

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

### **f. Mandatory Annexes**

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

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

Upon a request from the UNDP Regional Technical Adviser during the PPG implementation, the PPG team may be required to prepare additional annexes.

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

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



### Component C: Validation Workshop and Report

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

### Total Budget and Work Plan for GEF PPG

<b>Atlas Award ID:</b>	<b>00124409</b>
<b>Atlas Project/Output ID:</b>	<b>00119366</b>
<b>Award Title:</b>	Increased resilience and adaptative capacity of the most vulnerable communities to climate change in Forested Guinea
<b>Project ID</b>	6016
<b>Business Unit:</b>	GIN10
<b>Project Title:</b>	Increased resilience and adaptative capacity of the most vulnerable communities to climate change in Forested Guinea
<b>PIMS number:</b>	6016
<b>Implementing Partner:</b>	UNDP Guinea

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project "Increased resilience and adaptative capacity"	UNDP	62160	LDCF	72100	Contractual Service-Companies	139,980	A
				71200	International Consultant	20,010	B
				71400	Contractual Services Individual	12,000	C
				71600	Travel	10,000	D
				75700	Training, workshops and conference	10,105	E
				72500	Supplies	3,000	F
				74500	Miscellaneous Expenses	1,305	G
				74100	Professional services	3,600	H
					<b>PROJECT TOTAL</b>	<b>200,000</b>	

Budget Note	Items	Total estimated person days	Budget	Budget Note
A	International expert specialist in adaptation project development, Team Leader	Fees: 75 days at \$ 650 / day; DSA Conakry: 15 days at \$ 201 / day; DSA project site: 10 days at \$ 121 / day	52, 975	Please see Annex 2 for key responsibilities.
A	Expert with international expertise, specialist in innovations and gender	Fees: 20 days at \$ 650 / day; DSA Conakry: 5 days at \$ 201 / day; DSA project site: 10 days at \$ 121 / day	15, 215	
A	Expert with international expertise in inclusive finance	Fees: 20 days at \$ 650 / day; DSA Conakry: 5 days at \$ 201 / day; DSA project site: 10 days at \$ 121 / day	15, 215	
A	Expert with National expertise in rural development	Fees: 75 days at \$ 250 / day; DSA project site: 20 days at \$ 121 / day	21 ,170	
A	Expert with National socio-economist expertise	Fees: 75 days at \$ 250 / day; DSA project site: 20 days at \$ 121 / day	14 ,920	
A	Expert with National expertise in micro finance	Fees: 40 days at \$ 250 / day; DSA project site: 20 days at \$ 121 / day	12, 420	
A	Expert with National expertise in cartography and SIG	Fees: 25 days at \$ 250 / day; DSA project site: 20 days at \$ 121 / day	8, 065	
B	International Expert in Environmental and Social Impact Assessment, with expertise in indigenous peoples and FPIC	Fees: 40 days at \$ 450 / day; DSA Conakry: 10 days at \$ 201 / day; = 2,010 USD	20,010	
C	Contractual Services Individual	Recruitment of a project staff to provide support and stakeholder coordination.	12, 000	
D	Travel	This includes expenses for field missions for both international and national consultants	10, 000	
E	Trainings and Workshops	Expenses related to consultation meetings and workshop	10,105	
F	Supplies	Rental of equipment and purchase of supplies for producing detailed maps and printed material in view of the meetings and participatory assessments with local stakeholders, and for the validation workshop	3 ,000	
G	Miscellaneous	Any additional unexpected expenses coming from the project document development	1 ,305	
H	Professional Services	HACT Assessment of implementation partners 1,800 \$ * 2 = 3,600 usd	3,600	

#### IV. GEF PPG IMPLEMENTATION SCHEDULE

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

## V. MANDATORY ANNEXES

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



**Naoko Ishii**  
CEO and Chairperson

November 20, 2019

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

Dear Mr. Kurukulasuriya,

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

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10160
Agency(ies):	UNDP
Agency(ies) ID:	6016
Focal Area:	Climate Change
Project Type:	Full-sized Project
Country(ies):	Guinea
Name of Project:	Increased resilience and adaptive capacity of the most vulnerable communities to climate change in Forested Guinea
Indicative GEF Project Financing:	\$8,850,000
Indicative Agency Fee:	\$840,750
PPG:	\$200,000
PPG Fee:	\$19,000
Funding Source:	LDCF

Indicative Agency Fee Commitment:					
Agency	Trust Fund	20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total (US\$)
UNDP	LDCF	168,150	420,375	252,225	840,750
<b>Total</b>		<b>168,150</b>	<b>420,375</b>	<b>252,225</b>	<b>840,750</b>

1818 H Street, NW • Washington, DC 20433 • USA  
Tel: +1 (202) 473 3202 - Fax: +1 (202) 522 3240  
E-mail: [gefceo@thegef.org](mailto:gefceo@thegef.org)  
[www.thegef.org](http://www.thegef.org)

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

Sincerely,



Naoko Ishii  
Chief Executive Officer and Chairperson

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

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

Position, Type and Cost	Role, Deliverables and Qualifications
<p><b>Consultant 1:</b> International expert specialist in adaptation project development, Team Leader <b>Type:</b> IC</p> <p><b>Cost per person days:</b> US\$ 650</p> <p><b>Number of person days needed:</b> 75 days</p>	<p><b>Role</b> The International Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team and coordinating the Team's work.</p> <p><b>Responsibilities and Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> <li>a. Define and submit a detailed methodology and work plan in consultation with the other consultants with clear delegation of responsibilities for the International Consultant (IC) and National Consultants (NCs);</li> <li>b. Ensure that project development is participatory, gender-responsive and based on extensive stakeholder engagements; and</li> <li>c. Verify and ensure that all project components are technically sound and cost effective.</li> </ol> </li> <li>2) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the national consultants, as detailed in their respective TORs:           <ol style="list-style-type: none"> <li>a. Compile baseline/situational analysis for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;</li> <li>b. Lead and oversee the stakeholder analysis and consultations, with support from national consultants, and ensure that they are complete and comprehensive including consultations with the private sector and tourism associations and bodies;</li> <li>c. Ensure the preparation of the gender analysis and ensure its findings are meaningfully integrated into the project's strategy, theory of change and results framework;</li> <li>d. Ensure action points, including risk assessments, from the UNDP Social and Environmental Screening Procedure (SESP) at the PIF stage ("pre-screening") are fully implemented during the PPG, and update that screening in an iterative process throughout the PPG, and as appropriate;</li> <li>e. Oversee the identification of the project sites, with documentation of selection criteria and making sure that geo-referenced data and maps are clearly presented both for targeted protected areas and broader landscapes, as applicable;</li> <li>f. Ensure the design of appropriate project knowledge management processes and platforms, ensuring appropriate linkages to existing mechanisms and knowledge sharing in project landscapes;</li> <li>g. Lead and oversee the identification of opportunities for private sector engagement and co-financing;</li> <li>h. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process;</li> <li>i. Oversee the consultations with partners regarding financial planning; and</li> <li>j. Ensure completion of any additional studies that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ol> </li> <li>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> With inputs from the national consultants, as detailed in their respective TORs, and based on international best practice:           <ol style="list-style-type: none"> <li>a. Develop, present and articulate the project's theory of change;</li> <li>b. Develop the Results Framework in line with UNDP-GEF policy;</li> </ol> </li> </ol>



	<ul style="list-style-type: none"> <li>c. Develop a detailed Monitoring and Evaluation Plan and Budget;</li> <li>d. Oversee and ensure the preparation of a comprehensive Stakeholder Engagement Plan;</li> <li>e. Oversee and ensure the preparation of a Gender Action Plan and Budget;</li> <li>f. Oversee and ensure the updating of the SESP based on assessments undertaken during Component A, and ensure the development of required environmental and/or social management plan(s) as required;</li> <li>g. Oversee the preparation of the required GEF tracking tools (METT) and GEF Core Indicators and ensure these are supported by robust and validated data;</li> <li>h. Secure all co-financing letters;</li> <li>i. Prepare the indicative procurement plan (with UNDP Guinea support);</li> <li>j. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;</li> <li>k. Ensure the completion of the required official endorsement letters; and</li> <li>l. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes, using the templates.<sup>1</sup></li> </ul> <p>4) <u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> <li>a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans;</li> <li>b. Oversee all necessary revisions that arise during the workshop; and</li> <li>c. Ensure completion of Validation Workshop Report.</li> </ul> <p>5) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> <li>a. Consolidation of all technical and consultation inputs and comments including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;</li> <li>b. Completion of the GEF CEO Endorsement Request;</li> <li>c. Finalized SESP (and stand-alone management plans as required);</li> <li>d. All documentation from GEF PPG (including technical reports, meeting minutes, etc.); and</li> <li>e. Validation Workshop Report.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree or higher in a relevant field, such as Natural Sciences, Human Sciences, Environmental Sciences, Economics or any other equivalent discipline;</li> <li>▪ Minimum 5 years of demonstrable experience in the technical area of the preparation of GEF project documents, particularly in the field of adaptation in Africa;</li> <li>▪ Fluency in written and spoken English and French</li> <li>▪ Demonstrated understanding of the GEF rationale and procedures, and demonstrated experience in formulation of GEF-funded project proposals, using the logical framework and the results-based management approaches;</li> </ul>
<p><b>Consultant 2:</b> Expert with international expertise, specialist in innovations and gender <b>Type:</b> IC  <b>Cost per person-days:</b> US\$650</p>	<p><b>Role</b></p> <p>The Expert with international expertise in innovation and gender will support gender mainstreaming to ensure the participation of women and men in project activities.</p> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>a. Critically analyze agro-sylvo pastoral practices in production systems and the impacts of climate change on agricultural productivity and food security ;</li> <li>b. Propose agro-sylvo pastoral climato resilient practices that respond to the negative impacts</li> </ul>

<sup>1</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

<p><b>Number of person-days needed:</b> 20</p>	<p>linked to climate change ;</p> <ul style="list-style-type: none"> <li>c. Develop a budgeted action plan which integrate gender to ensure the participation of women and men in project activities ;</li> <li>d. Make a detailed description of the technical route to follow and have it validated in theory by Research ;</li> <li>e. Prepare the gender equality action plan and budget ;</li> <li>f. Using the results of gender analysis, provide contributions to the project results framework and theory of change, ensuring that gender considerations are integrated into the theory of change of the project ;</li> <li>g. Provide input for the development of the comprehensive stakeholder engagement plan to ensure that the project is socially inclusive and gender-sensitive ;</li> <li>h. Contribute to updating the SESP, as required, based on the assessments undertaken ; Support the development of environmental and / or social management plans for all risks identified as moderate or high in the SESP ;</li> <li>i. Propose a support mechanism for the adoption and popularization of climate-resilient development and adaptation solutions ;</li> <li>j. Define the human, material and financial resources to be mobilized for the implementation of the climate-smart adaptation solutions selected ;</li> <li>k. Make a financial feasibility analysis by studying the gross operating margin ;</li> <li>l. Define the value of solutions for the promotion of gender and in particular the empowerment of women.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Hold at least a master's degree in social sciences, statistics, law, economics or any other equivalent field</li> <li>▪ Demonstrate prior operational experience of at least five (05) years of experience in gender analysis and / or innovation</li> <li>▪ Justify their participation in at least three (03) similar activities</li> <li>▪ Fluency in written and spoken French will be essential</li> </ul>
<p><b>Consultant 3:</b> Expert with international expertise in inclusive finance <b>Cost per person-days:</b> US\$650</p> <p><b>Number of person-days needed:</b> 20</p>	<p><b>Role</b></p> <p>The Expert with international expertise, specialist in inclusive finance, will be responsible for carrying out a SWOT analysis (Strengths, Weaknesses, Opportunities and Threats) of inclusive finance in Guinea and more specifically in the project area, and proposing a mechanism to improve and diversify financial services to excluded populations in a sustainable and professional manner.</p> <p><b>Deliverables</b></p> <ul style="list-style-type: none"> <li>a. With the support of the microfinance consultant, propose a credit system to microfinance institutions in the project area to make possible and attractive the adoption of climate-smart adaptation solutions ;</li> <li>b. Propose a system facilitating access to credit for farms wishing to adopt climate-resilient adaptation solutions ;</li> <li>c. Propose actions to encourage and support microfinance institutions to adopt, take ownership and apply the principles of client protection, in particular to ensure greater transparency on the terms and conditions of products ;</li> <li>d. Support the completion of any additional studies deemed necessary for the preparation of ProDoc and all other final products.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Hold a master's degree in finance, management, planning, law or similar discipline.</li> <li>▪ Demonstrate prior operational experience of more than 7 years of professional experience including at least four (04) years as a project manager addressing the issue of microfinance in the public / private sector or having assumed similar responsibilities in this field.</li> </ul>
<p><b>Consultant 4:</b></p>	<p><b>Role</b></p>

<p>International Expert in Environmental and Social Impact Assessment  <b>Type:</b> IC</p> <p><b>Cost per person-days:</b> US\$ 450</p> <p><b>Number of person-days needed:</b> 40</p>	<p>The expert with International expertise in Environmental and Social Impact Assessment will carry out the necessary analyzes on the proposed activities in order to identify the environmental and social risks, with a focus on risks to IPs and FPIC, as well as the strategies to minimize the negative impacts that may be linked to the implementation of the project.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Integrate the fundamental principles of environmental and social assessment (human rights, gender equality and environmental sustainability) to strengthen the environmental and social sustainability of the project ;</li> <li>b. Identify potential social and environmental risks and their significance ;</li> <li>c. Determine the risk category of the project (low, moderate, high) ;</li> <li>d. Determine the level of social and environmental assessment and management required to deal with potential risks and impacts ;</li> <li>e. Formulate the Environmental and Social Management Framework (ESMF), with an IPPF on the basis of the risks identified as moderate or high according to the UNDP environmental and social standards (SESP) ;</li> <li>f. Analyze environmental and social problems in a participatory manner and propose mitigation measures ;</li> <li>g. Support the identification of project sites, well-documented in the selection criteria ;</li> <li>h. Contribute to the review of the ProDoc draft and to its finalization.</li> </ol> <p><b>Qualifications</b></p> <p><b>He/ She</b></p> <ul style="list-style-type: none"> <li>▪ Must have a level of education which corresponds to completed university studies of at least 5 years attested by a diploma in Sustainable Development, Environment, Social Science, Agronomy, Environmental Impact Studies (EIS) or equivalent ;</li> <li>▪ Need to demonstrate at least seven (7) years of experience in formulating and implementing social and environmental safeguard procedures in environmental programs and projects ;</li> <li>▪ Should have at least five (5) years of experience in working with IPs and/or applying FPIC;</li> <li>▪ Need to demonstrate prior operational experience in vulnerability, social and environmental impact assessment of projects ;</li> <li>▪ Have proven experience in working with communities, individuals and state agencies ;</li> <li>▪ Need to have excellent writing skills and can produce quality documents ;</li> <li>▪ Fluency in written and spoken French will be essential.</li> </ul>
<p><b>Consultant 5:</b>  National Expert in rural development  <b>Type:</b> NC</p> <p><b>Cost per person-days:</b> US\$ 250</p> <p><b>Number of person-days needed:</b> 75</p>	<p><b>Role</b></p> <p>The Expert with National expertise in rural development will support the Chef de Mission in his / her duties of coordinating the team of experts</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Describe the different agro-sylvo-pastoral production practices in Forest Guinea ;</li> <li>b. Evaluate the effects of climate change on agro-sylvo-pastoral production systems in Forest Guinea ;</li> <li>c. Participate in the identification of climate-smart adaptation solutions ;</li> <li>d. Participate in the selection of project sites ;</li> <li>e. In conjunction with research centers, agricultural promotion and agricultural advice, define the most suitable solutions and funding needs ;</li> <li>f. Participate in the organization and animation of the ProDoc launch and validation workshops ;</li> <li>g. Contribute to the review of the ProDoc draft and to its finalization.</li> </ol> <p><b>Qualifications</b></p> <p><b>He/She</b></p>

	<ul style="list-style-type: none"> <li>▪ Must have a level of education which corresponds to completed university studies of 5 years or more attested by a diploma in Agronomy, Environmental Sciences, Natural Resources Management, Rural Development or equivalent ;</li> <li>▪ Need to have a minimum experience of 10 years in setting up and / or implementing climate change adaptation projects in vulnerable Guinean areas ;</li> <li>▪ Need to demonstrate at least five (05) years of experience in development and implementation of rural development projects ;</li> <li>▪ Has to justify its participation in at least three (03) similar activities (design of climate change adaptation projects)</li> </ul>
<p><b>Consultant 6:</b> Socio-economist expert <b>Type:</b> NC</p> <p><b>Cost per person-days:</b> US\$ 250</p> <p><b>Number of person-days needed:</b> 50</p>	<p><b>Role</b></p> <p>The national expert socio-economist will be responsible of collecting and analyzing socio-economic data base for the elaboration of project support document with the support of the consultants recruited.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Collecting and analyzing socio-economic data base for elaboration of project document with the support of the consultants;</li> <li>b. Determine the number of direct beneficiaries expecting in suggested intervention of the project by sex and socio-professional category and beneficiary reporting tools;</li> <li>c. Support a consulting firm and an international consultant in SESP for completing the following mandatory annexed: comprehensive stakeholder engagement plan, Gender Action Plan and its budget, Environmental and Social Management Framework (ESMF) for the moderate risks or elevate identified;</li> <li>d. Make sure that the global development of Project is participative, sensible to sex differences and on the large range of the project stakeholder / engagement of beneficiaries;</li> <li>e. Support development of changement theory and its Diagram which show how specified result will be providing in using resources and available partnership and in the way that those results will contribute to the realization of the expected (transformational impacts)</li> <li>f. Proceed an inventory of both national and regional projects in process and already expected on the potential sites project;</li> <li>g. Conduct consultations with the various stakeholders identified to ensure their involvement in the project and the national appropriation of the different results as well as to determine their expectations in the context of the scope of the project;</li> <li>h. Support the elaboration of the communication plan and sustainability strategy to ensure Project replication advantages;</li> <li>i. Describe the land management mechanism in potential intervention sites ;</li> <li>j. Provide detailed socio-economic information on local communities disaggregated by sex, including population size, sources of income, use of natural resources and related benefits, land tenure and resource rights ;</li> <li>k. Support the development of the intervention strategy based on participatory planning with local communities on the basis of the agreed criteria, to undertake the implementation of activities related to Sustainable Land Management (SLM), the mitigation of conflicts, developing alternative livelihoods ;</li> <li>l. Assess capacity building needs and propose a strategy for local communities and CSOs to enable them to participate effectively in adaptation options ;</li> <li>m. Support the completion of any additional studies deemed necessary for the preparation of ProDoc and all other final products.</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master's degree in economics, agro-economics, social sciences or any other equivalent field</li> <li>▪ Demonstrate a minimum of five (05) years of professional experience in the field of socio-</li> </ul>

	economic analysis of development projects.
<p><b>Consultant 7:</b> National Expert in micro finance <b>Type:</b> NC</p> <p><b>Cost per person-days:</b> US\$ 250</p> <p><b>Number of person-days needed:</b> 40</p>	<p><b>Role</b></p> <p>The expert with national expertise in micro-finance will be charged with proposing a system facilitating access to credit for agricultural exploitation wishing to adopt climate-resilient adaptation solutions.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Define the retained costing of climate-resilient adaptation;</li> <li>b. In relation with Micro-finance Institutions in Forest Guinea, propose a system facilitating access of loan for agricultural exploitations wishing to adopt climate-resilient adaptation;</li> <li>c. Support the analysis cost of adaptation solutions;</li> <li>d. Assessing the cost of dissemination related to the adaptation solutions;</li> <li>e. Proposing a system of loan to the micro-finance institutions in forest Guinea to make possible and attracting adoption of the climate intelligent adaptation solutions;`</li> <li>f. Support elaboration of the Project budget;</li> <li>g. Make a global financial analysis of the project and show the additional advantages of GEF intervention;</li> <li>h. Contribute to the review of ProDoc and to its finalization</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Have a University degree (4 years minimum) in Economy, sociology, law or any other equivalent degree.</li> <li>▪ Have a relevant experience at least five (05) years in the financial and management sector.</li> <li>▪ Have a good knowledge of national development context and the institutional environment in Guinea;</li> </ul>
<p><b>Consultant 8:</b> National expert in cartography and GIS <b>Type:</b> NC</p> <p><b>Cost per person-days:</b> US\$ 250</p> <p><b>Number of person-days needed:</b> 25</p>	<p><b>Role</b></p> <p>The national expert in cartography in relation with other consultants will be charged to support identification of project sites.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>a. Produce base and thematic maps showing the limit of project potential sites;</li> <li>b. Localize the data according to the necessary opinions from other consultants;</li> <li>c. Contribute to the review of ProDoc draft and to its finalization</li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Have a University degree (4 years) in Geography, Geomatic, GIS, cartography or related discipline.</li> <li>▪ Demonstrate at least 5 years of experiences in varied functions as GIS development, data base if possible, as well in the private sector(consultancy) as in the public one.</li> </ul>