



6 April 2004

Dear Mr. Amaning,

Subject: **GUI/03/G37 – Guinea: National Adaptation Programme of Action (NAPA), PIMS #2796**

I am pleased to delegate to you the authority to sign the above-mentioned project document on behalf of UNDP and commence the implementation of the project when signed by the government of Guinea. The project received its final approval from the Chief Executive Officer of GEF on 4 November 2003 in accordance with established GEF procedures (Attachment 1).

Please ensure that the project budget is duly entered into the ATLAS/ERP corporate system and that a fully signed electronically scanned copy of the cover page of the project document, as well as any budget revisions including mandatory revisions, are forwarded by email to Mr. Mathieu Koumoin, Regional Coordinator for Climate Change in Senegal, and and Mr. Ove Bjerregaard, Chief, Programme Operations Support and Information Unit (POSI). Kindly note that all substantive budget revisions need to be submitted to the GEF Portfolio Manager for a 5-day review period and can be processed on a non objection basis at the end of the review period. Also note that, unlike UNDP project budgets, funds approved for GEF projects are capped and no additional amount will be approved by the GEF Council. We are not, therefore, in a position to accept any over-expenditure on this project.

As an Implementing Agency of the GEF, UNDP earns a fee from the GEF for each project. The fee is aimed at reimbursing the costs incurred by UNDP, both in headquarters, and in the Country Office, in support to project development and supervision and monitoring of project implementation. The activities for which UNDP is responsible during project implementation are listed on Attachment 2 of this letter. The UNDP/GEF Regional Coordinator, Mr. Mathieu Koumoin, will shortly be in contact with you to develop a detailed plan of action covering the first year of project implementation, to ensure that responsibility for these activities is shared between the Country Office and UNDP/GEF. Upon GEF Executive Council approval of Implementing Agency fees, we will transfer the payment of the Country Office fee separately from your extrabudgetary income account.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'Frank Pinto', written over a horizontal line.

Frank Pinto
Executive Coordinator

Mr. Kingsley Amaning
Resident Representative
UNDP, Guinea
Email: kingsley.amaning@undp.org; registry.gn@undp.org

c.c. Mr. Mathieu Koumoin, GEF Regional Coordinator, UNDP, Senegal
c.c. Mr. Abdoulie Janneh, ASG and Regional Director, RBA

PROJECT IMPLEMENTATION ACTIVITIES

Unless otherwise stated, all implementation activities should comply with the UNDP Programming Manual and the UNDP/GEF Procedures

	Activity
Phase 1: Development	<ul style="list-style-type: none"> ▪ Review, appraise & provide guidance on concept eligibility
	<ul style="list-style-type: none"> ▪ Defend concept eligibility
	<ul style="list-style-type: none"> ▪ Project formulation support
	Co-financing negotiations support
	<ul style="list-style-type: none"> ▪ Project Brief preparation support
	<ul style="list-style-type: none"> ▪ Defend eligibility of Project Brief
	<ul style="list-style-type: none"> ▪ Attend steering committee meetings
	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Commence negotiations with HQs on Project Support Services (tasks and reimbursement)
Phase 2 : Preparation	<ul style="list-style-type: none"> ▪ Project document formulation support
	<ul style="list-style-type: none"> ▪ Project document appraisal
	<ul style="list-style-type: none"> ▪ Project formulation support
	<ul style="list-style-type: none"> ▪ GEF approval (inc. responding to Council comments)
	<ul style="list-style-type: none"> ▪ UNDP approval
	<ul style="list-style-type: none"> ▪ Government approval (inc. negotiating revisions and obtaining signatures to Project document)
	<ul style="list-style-type: none"> ▪ Finalize agreement with HQs on Project Support Services (tasks and reimbursement)
Phase 3 : Implementation	<ul style="list-style-type: none"> ◆ Management Oversight
	<ul style="list-style-type: none"> ▪ Project launching
	<ul style="list-style-type: none"> ▪ Steering committee meetings
	Monitoring the implementation of the workplan and timetable
	<ul style="list-style-type: none"> ▪ Field Visits : Ensuring visits to the project at its site at least once a year; preparing and circulating reports no later than two weeks after the end of the visit. (Support fee payable on issuance of the report)
	<ul style="list-style-type: none"> ▪ Trouble shooting
	<ul style="list-style-type: none"> ▪ Project document revision
	<ul style="list-style-type: none"> ▪ Reviewing, editing, responding to reports
	<ul style="list-style-type: none"> ▪ Technical backstopping
	<ul style="list-style-type: none"> ▪ Policy negotiations
	<ul style="list-style-type: none"> ▪ Operational completion activities : Determining when the project is operationally complete and advising all interested parties accordingly.
	<ul style="list-style-type: none"> ◆ Financial Management & Accountability
	<ul style="list-style-type: none"> ▪ Financial management (verifying expenditures, advancing funds, issuing combined delivery reports)
	<ul style="list-style-type: none"> ▪ Ensuring annual audits of NEX projects are completed and the audited

	financial statements together with the audit report reach UNDP headquarters (Office of Audit and Performance Review) no later than 30th April.
	<ul style="list-style-type: none"> ▪ Budget Revisions
	<ul style="list-style-type: none"> □ 1st. revision within two months of the signing of the project document to reflect the actual starting date and to enable the preparation of a realistic plan for the provision of inputs for the first full year.
	<ul style="list-style-type: none"> □ Annual revision approved by 10 June of each year to reflect the final expenditures for the preceding year and to enable the preparation of a realistic plan for the provision of inputs for the current year.
	<ul style="list-style-type: none"> ▪ Financial completion activities : Ensuring projects are financially completed not more than 12 months after the date of operational completion by ensuring the final budget revision is promptly prepared and approved.
Phase IV : Evaluation	<ul style="list-style-type: none"> ▪ APRs : Ensuring its preparation & completion by the due date, two weeks before the TPR
	<ul style="list-style-type: none"> ▪ TPRs (Organizing the meeting, participating and ensuring that decisions are taken on important issues)
	<ul style="list-style-type: none"> ▪ PIRs (Ensuring its preparation & completion by the due date)
	<ul style="list-style-type: none"> ▪ Arranging independent evaluations (hiring personnel, mission planning)



Global Environment Facility

1818 H Street, NW
Washington, DC 20433 USA
Tel: 202.473.0508
Fax: 202.522.3240/3245
Internet: www.gefweb.org

November 4, 2003

Mr. Frank Pinto
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. Pinto,

I am writing in reference to UNDP's letter of November 3, 2003, enclosing the project proposal entitled, *Guinea: National Adaptation Plan of Action*.

I wish to inform you that the CEO has approved the proposal for a total amount of US\$200,000 on November 3, 2003, to be financed from the Least Developed Countries Trust Fund for Climate Change activities. In accordance with agreed procedures for enabling activities, he has authorized you to make 15% of the approved amount available immediately for start up work in the recipient country.

Please find attached a copy of the project tracking sheet for your records.

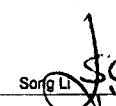
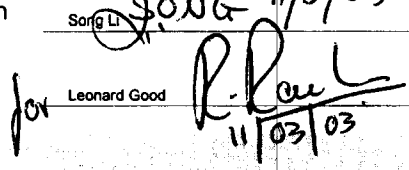
Sincerely,


for Kenneth King
Deputy CEO/Chief Operating Officer

cc: A. Djoghla (UNEP), J. Evans (World Bank), STAP

GEF Project Tracking System
Expedited Enabling Activity Project Clearance/Approval

Guinea: National Adaptation Plan of Action

Authority	GEF Contribution	Total Cost	Requested Action	Signature	Date
Project Approval	\$200,000	\$220,000			
Program Manager			Recommendation		11/3/03
CEO			Approval		11/03/03
Clearinghouse Mechanisim Approval					
IA Fee					
Program Manager			Recommendation	Song Li	
CEO			Approval	Leonard Good	

Expedited Enabling Activity Project Documentation Checklist :

- EA Project Brief
- GEF Focal Point Endorsement Letter
- Final EA Project Document
- ACEO Transmittal Letter to IA
- GEF Project Tracking/Clearance Sheet
- Electronic File(s)



**PROGRAMME DES NATIONS UNIES POUR LE DEVELOPPEMENT
PROJET DU GOUVERNEMENT DE LA REPUBLIQUE DE GUINEE
DOCUMENT DE PROJET**

Numéro de projet : GUI/03/G37 (PIMS N° 2796)

Titre du Projet: Formulation du Programme d'Action National d'Adaptation (PANA)

Durée : 18 mois
CAC/PNUD (Sous) Secteur : G3 : Environnement
Pays Bénéficiaire : République de Guinée
Aire Focale FEM : Changement climatique
Programme Opérationnel FEM : Activités Habilitantes
Agence de Mise en œuvre : PNUD
Agence d'Exécution : Direction Nationale de l'Environnement
Date prévue de démarrage : Juin 2004
Date prévue de clôture : Novembre 2004
Site du Projet : Conakry

Résumé fonds PNUD et financement associés

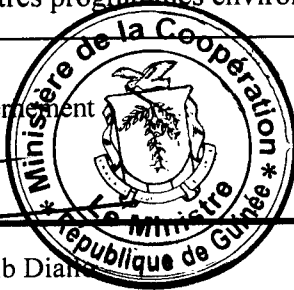
(US\$)

PNUD : TRAC : 00
 Autres (FEM) : 200.000 \$
Sous Total : 200.000 \$
 Financement parallèle :
 Gvt : 20.000 \$ (en nature)
Sous Total : 20.000 \$ (en nature)
Total : 220.000 US\$

Résumé

La Guinée à l'instar de plusieurs autres PMA (Pays les moins Avancés) est fortement dépendantes de l'exploitation des ressources naturelles, elles mêmes directement tributaires du climat. Conformément aux modalités du PANA, l'objectif principal du présent projet est déterminer les mesures urgentes à prendre pour atténuer les effets néfastes des variations et changements climatiques en vue de les incorporer dans le programme national de réduction de la pauvreté. Ces mesures toucheront les secteurs importants tels que les ressources en eau, l'agriculture, les ressources forestières et la gestion de la zone côtière. Le projet devrait également contribuer au renforcement des capacités nationales et à la création d'une synergie avec les autres programmes environnementaux.

Signé au nom du gouvernement



Date

28/06/04

Titre

M. Elhadj Thierno Habib Diané

Ministre de la Coopération

Signé au nom du PNUD



M. Kingsley O. Amaning

Représentant Résident

Part 1 (a) – Situation analysis

Guinea is situated in the coast of West Africa; the country has relatively contrasted geographical features, made up of plateaus and mountains with inter-twining cliffs and deep valleys. It is situated between 7°06' and 12°51' latitude north, and 7°30' and 15°10' longitude west. The country is bounded in the east by Cote d'Ivoire and Mali, in the south by Liberia and Sierra Leone and in the west by the Atlantic Ocean and Guinea Bissau, and in the north by Senegal and Mali. It covers an area of 245.856 km².

The climate is tropical, hot and humid in general and is characterized by a dry season marked by a dry harmattan wind and a rainy season under the influence of the West African Monsoon. Surnamed the West Africa water tower, Guinea, whose water resources are entirely obtained from rainfall, receives considerable quantities of rain water collected by a highly dense hydrographic network. Around 1161 water ways including all the international water courses of the region: Niger, Senegal, Gambia, Corubal, Diani, take their source from two mountain ranges, the Fouta-Djallon and the Guinean Ridge.

With a population growth rate of about 3, 1% the population estimated at 6.7 million inhabitants in 1994, is likely to double by 2017. In general young (45% are less than 15 years old) this population comprises 27.5% of urban dwellers compared to 72.5% of rural populations. Guinea is among the least developed countries (LDC) with a GDP of 3354 billion of Guinean francs, corresponding to roughly US\$ 540 per inhabitant. Trade (over imports) is, in value, the country's most important economic activity (28.5% of GDP) followed by mining (14.6%), agriculture, buildings and public works. Agriculture and livestock, employing more than 70% of the population account for only 14% of GDP.

The vitality of economic growth is weakened by the low productivity of its factors. More over, the poverty profile elaborated in 1994/95 had revealed that 40.3% of the population lived below the poverty threshold. In the past years, overall economic performance has been unstable and continues to remain below the country's natural and human potentialities. For this reason, between 1996 and 1998, the Government formulated a global development vision, as contained in the document entitled "Guinea, Vision 2010" aimed at improving the living conditions of the populations. It is worth noting that Guinean economy is equally handicapped by a very high level of vulnerability to climate change.

Part 1 (b) - Strategy

The least developed countries (LDCs) in general, live of natural resources that are entirely dependent on the climate. Their low human, institutional, economic and often geographical capacities make them ready victims of the adverse effects of climate variability and change. Climatic variations and climate change do not simply boil down to environmental matters, for LDCs, more vulnerable than the others, they are an impediment to development and an aggravating factor for poverty. They contribute to the acute effects of drought, the drying up of water resources, the deterioration of bio-diversity and soil degradation that have deep-rooted effects on health and standards of living. As stated in the NAPA directives, this project's justification resides in the fact that it will readily incorporate measures of adaptation to the

adverse effects of present and future climate changes in the national poverty reduction programme. The project equally seeks to contribute to the capacity building of local expertise and partners on the ground in order to address the requirements for adaptation to new environmental conditions through a participatory approach. Information contained in the NAPA should help in preparing the second national communication for Guinea.

In the context of Guinea, this NAPA project will provide an opportunity to facilitate dialogue and consultations designed to identify and elaborate the immediate and urgent adaptation issues and appropriate activities, by conducting a comprehensive assessment of the available and necessary information on Guinea's vulnerability to climate change and of the response measures and other activities needed to enhance the resilience of the most threatened parts of Guinea's natural heritage, society and economy. Given Guinea's vulnerability status with regards to climate change and sea-level rise, the NAPA will provide an avenue to raise awareness and understanding at all levels in society with respect to vulnerability and adaptation issues of greatest significance to the country. The initiatives that must be taken in order to identify and implement appropriate activities that will assist in enhancing the resilience of Guinea to climate change (including extreme events), through adaptation, will also be identified and documented.

Part II: Results Framework.

Intended Outcome	Global environment concerns and commitments integrated in national development planning and policy		
Outcome Indicator	Adoption by the Government of a national strategy/plan/programme as required by the biodiversity, climate change, persistent organic pollutants, and/or desertification conventions with national implementation targets		
Strategic Area of Support	G3-SGN2-SASN2 Global conventions and funding mechanisms		
Partnership Strategy	Global environmental concerns and commitments integrated in national development planning and policy		
Project Title and Number	Preparation of a National Adaptation Programme of Action (NAPA) PIM2796		
Intended Outputs	Output Targets for (years)	Indicative Activities	Inputs
Activity 1.1: Setting up of a NAPA team			
Output	Sub - Activities		
<ul style="list-style-type: none"> Project Steering Committee (PSC) established; Informal broad network across government agencies at Department Head level established; A Project Coordinator recruited ; Four (4) Multidisciplinary teams of experts in charge of data collection set up; Partners interested in impact adaptation issues informed and sensitized; 	<ul style="list-style-type: none"> Project Steering Committee (PSC) established All key stakeholders are represented in the PSC High level support network established and commitment rendered to the NAPA process Multisectoral teams set up; A project Coordinator recruited ; 	<ul style="list-style-type: none"> Establishing a Project Steering Committee (PSC) Recruiting a Project Manager Setting up of multi-disciplinary sectoral teams Consultation with Stakeholders Preparing and submitting project status reports to the National council of sustainable Development (CNDD) 	<ul style="list-style-type: none"> Government commitment to spearhead the establishment of a multi-stakeholder PSC Commitment by stakeholders to actively participate in the implementation of project activities. Available adequate and qualified human resource from Guinea's Government. Funds from UNDP/GEF available

Activity 1.2: Strengthen national capacities in evaluation, conduct of adaptation and climate change		
Output	Sub-activities	Sub-activities
<ul style="list-style-type: none"> • Four pluridisciplinary teams trained in V&A studies • A Report on evaluation of V&A and endogenous adaptation practices available. • A methodology on climate change adaptation suggested • A workshop on a summary of V&A methodologies organized. 	<ul style="list-style-type: none"> • A training workshop on V&A organized • Setting up of pluridisciplinary teams focusing on methodologies of evaluation of vulnerability and adaptation to climate change and adoption of a work program. • A report of V&A evaluations conducted on the basis of available preliminary studies and adaptation endogenous practices to the negative impact of variabilities and climate change. 	<ul style="list-style-type: none"> • Selecting a methodology of evaluation of adaptation vulnerability to climate change suitable to the country. • Training national experts in V&A evaluation. • Selecting sectors to be studied. <ul style="list-style-type: none"> • NAPA teams share experiences in evaluation • Funds from UNDP/GEF
Activity 1.3 Evaluation of adaptation measures and the National Action Programme		
Output	Sub-activities	Sub-activities
<ul style="list-style-type: none"> • Report on sector vulnerability and variability to climate change available. • Workshop develop national criteria for the selection of adaption 	<ul style="list-style-type: none"> • Detailed study of adaptation measures for each priority sector • Summary of sectoral adaptation measures previously adopted. • A workshop for the 	<ul style="list-style-type: none"> - Conducting a detailed evaluation of V&A measures for each priority sector as well as adaptation criteria to climate change based on NAPA criteria. <ul style="list-style-type: none"> • NAPA sectoral teams and partners collaborate • GEF Funding • Collaboration between

<p>measures held .</p> <ul style="list-style-type: none"> • A summary report of sectoral adaptation measures to climate change mainstreaming the synergies between NAPA and other action programs such as CBD and POP is available. 	<p>validation of sectoral adaptation measures held.</p> <ul style="list-style-type: none"> • Capacity building on V&A study methodologies. 	<ul style="list-style-type: none"> • Identify synergies between NAPA and associated programs to fight against poverty. • Develop an Action Plan for the NAPA preparation. • Strengthen project capacity to monitor the NAPA implementation and sensitize partners on climate issues. 	<p>Government and partners through a participatory approach.</p> <ul style="list-style-type: none"> • Collaboration between project staff and other LDC teams. • Funds from UNDP/GEF
<p>Activity 1.4 Preparation and presentation of the adaptation strategy and Action Plan</p>			
<p>Output 1.4</p>			
<ul style="list-style-type: none"> • A strategy and adaptation action plan developed and validated. • Final Document submitted to governments for approval. • NAPA Document translated in national languages and in English for interested partners 	<ul style="list-style-type: none"> • NAPA preparation • NAPA Validation and endorsement. • NAPA Dissemination 	<p>Sub-activities</p> <ul style="list-style-type: none"> • Develop the adaptation strategy identifying priority sectors of various associated action plans. • Iterative development of the NAPA document. • Submit the final NAPA document to the line Department. 	<ul style="list-style-type: none"> • Active participation of Government and various partners. • GEF Funding • Active participation of partners and technical staff • GEF funding • Endorsement by Government and development partners.
		<ul style="list-style-type: none"> • Distribute the endorsed document to the various partners 	<ul style="list-style-type: none"> • Funds from UNDP/GEF

Part III: Implementation and Management Arrangements

The project implementation and management arrangements are described below:

High level political oversight, coordination and policy integration

The Minister of Environment has the overall mandate over the implementation of the NAPA. He plays a vital role in the whole process in terms of advocating for adaptation issues at the ministerial level and to obtain Cabinet support of the process and endorsement of the NAPA document. The Director of Environment will be responsible for the coordination of all the required activities, and for ensuring that the NAPA outcomes are integrated into all relevant Government policies. They, and national project coordinator (NPC), will be advised by a Project Steering Committee composed of senior level officials (at least Department Head level) of relevant Government agencies and other major stakeholder groups. Coordination and policy integration will be further facilitated through involvement of a broad and informal high-level supporting network. Members of the network will participate in project events, advise on project development, and support preparation of project outputs.

Project management and operational coordination

The Director of Environment will have principal responsibility for project management and operational coordination of the NAPA. A National Project Coordinator (NPC) will be recruited to work full time in the coordination and the implementation of the prescribed work plan. He/She will work closely with the Chief Climate Change Officer. Members of Guinea's NAPA Team, including its Working Groups will provide the necessary technical assistance.

Involvement of the National Climate Change Country Team and Relation to Guinea's National Communications to the UNFCCC

A strengthened Climate Change Country Team will be reconstituted as Guinea's NAPA Team; it will retain responsibility for the preparatory activities related to National Communications to the UNFCCC.

- Coordination with other teams for the preparation of national reports (CBD, CCD, others).

Since the DNE overseeing and implementing the NAPA activities has the same responsibilities in relation to CBD, CCD and others, coordination and complementarity with related policies, plans, programmes and action plans will be assured.

UNDP will monitor and support implementation of the NAPA formulation project in line with standard procedures.

The project will be monitored and evaluated following UNDP-GEF rules and procedures. The NPC will be required to prepare quarterly and annual work plans and to report to UNDP on progress in achieving targets. The Quarterly Progress Reports (QPRs) will provide a brief

summary of the status of project inputs and output delivery, explain variances from the work plan, and present work plans for each successive quarter for review and endorsement. These quarterly reports will include financial statements and the work plan for the subsequent quarter. Annual Project Reports (APRs) will provide a more in-depth summary of work-in-progress, measuring performance against both implementation and impact indicators. APRs would inform decision-making by the PSC, which will evaluate whether any adjustment in approach is required. A terminal report will be completed prior to the completion of the project detailing achievements and lessons learned.

The NDE (National Director of Environment) will undertake continuous, self-monitoring. The indicators (output targets) in Part 2 of this Project Document, are the parameters that will be monitored by the NDE under the NAPA formulation project. These will be reviewed for their practicability and completeness prior to project implementation. Additional monitoring activities will be carried out (if necessary) to verify the attainment of some specific indicators/targets. The extent by which the NAPA formulation project goal is achieved can be evaluated from the monitored results.

The NDE and UNDP shall be responsible that the overall monitoring and evaluation framework for the NAPA formulation project and together will appropriately and holistically assess the quality and appropriateness of the various outputs/results of the project activities vis-à-vis the adaptation and national development goals of the country.

The project will be subject to an annual project review, participated in by all parties involved in the project implementation and organized by UNDP. The NDE will prepare and submit to UNDP an Annual Project Report (APR) two months prior to such meeting. These APRs will provide a more in-depth summary of work-in-progress, measuring performance against both implementation and impact indicators. These will inform decision-making by the PSC, which would evaluate whether any adjustment in approach is required. A Terminal Report would be completed prior to the completion of the project detailing achievements and lessons learned.

Part IV: Legal Context

This project document shall be the instrument referred to as such in Article I of the Standard Basic Assistance Agreement between the Government of Guinea and the United Nations Development Programme. The host country implementing agency shall, for the purpose of the SBAA refer to the government co-operating agency described in that agreement.

UNDP acts in this project as Implementing Agency of the Global Environment Facility (GEF) and all rights and privileges pertaining to UNDP as per the terms of the SBAA shall be extended mutatis mutandis to GEF.

The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative in Guinea, provided he/she has verified the agreement thereto by GEF Unit and is assured that the other signatories of the project document have no objections to the proposed changes:

Revisions in, or additions of, any of the annexes of the project document;

Revisions which do not involve significant changes in the immediate objectives, outputs or activities of the project, but are caused by the rearrangements of inputs already agreed to or by cost increases due to inflation; and

Mandatory annual revisions which re-phase the delivery of agreed project inputs, or reflect increased expert or other costs due to inflation, or take into account agency expenditure flexibility;

Inclusion of additional annexes and attachments only as set out here in this Project Document.

The project since it falls under the NEX modality shall be implemented in accordance with the NEX Guidelines, which includes audit requirements.

An in-kind contribution amounting to US\$ 20,000 is included mainly in the form of office space provision, administrative and logistical assistance, supplementary transport, in-house technical assistance, and Project Director/Manager's responsibilities.

Part V: Project Budget

Budget:				
BL	Description	Year 1	Year 2	Total Budget
10	Personnel			
11	International			
11.01	Consultants V & A	10,000	4,000	14,000
11.02	Consultant environmental sciences	8,000		8,000
11.03	Others consultants		8,000	8,000
15	Monitoring & Evaluation	18.000	12.000	30.000
15.01	Fields missions	3,000	3,000	6,000
16	Mission Costs	3.000	3.000	6.000
16.01	Mission Costs (project team)	3,000	3,000	6,000
16.02	Consultants Travel cost	5,000	5,000	10,000
17	National Professionals/Consultants	8.000	8.000	16.000
17.01	National Project Coordinator	8,000	10,000	18,000
17.02	Assistant	4,000	4,000	8,000
19.00	Component Total	12.000	14.000	26.000
20.00	Sub contract			
21.01	Team consultants	33,000		33,000
21.02	Preparation NAPA		7,000	7,000
29.00	Component Total	33.000	7.000	40.000
30	Training			
32	Other training			
32.01	Vulnerability and Adaptation methodologies	5,000	5,000	10,000
33	Workshops	5.000	5.000	10.000
33.01	Stakeholder Workshops and meetings	5,000		5,000
33.02	Project Steering Committee meetings	1,500	1,500	3,000
33.03	Workshops V&A	5,000		5,000
33.4	Workshops (Pre validation and validation NAPA)	5,000	7,000	12,000
33.04	Awareness programme	5,000	5,000	10,000
39.00	Component Total	21.500	13.500	35.000

40	Equipment			
45.01	Expendable Equipment	9,000		9,000
45.02	Non-Expendable Equipment	5,000		5,000
45.72	Operations and Maintenance	1,000	2,000	3,000
49.00	Component Total	15,000	2,000	17,000
50.00	Miscellaneous			
52	Reporting Costs			
52.01	Reports	2,000	3,000	5,000
52.02	Translation		5,000	5,000
52.03	Audit		3,000	3,000
53	Sundries	1,500	1,500	3,000
53.01	Communications	2,000	2,000	4,000
59.00	Component Total	5,500	14,500	20,000
	TOTAL	121,000	79,000	200,000

Part VI: Project Implementation Schedule

IMPLEMENTATION SCHEDULE

NAPA GUINEA

Activities	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18
Specific Objective No. 1:																		
Activity 1.1. : Setting up of a Steering Committee																		
Activity 1.2. : Recruitment of a Project Manager																		
Activity 1.3. : Setting up of multi-disciplinary teams for data collection																		
Activity 1.4. : Consultation of Stakeholders																		
Specific Objective No. 2: Evaluation and Adaptation Methodology																		
Activity 2.1. Review of initial evaluation exercises																		
Activity 2.2. : Workshop on the findings of review and choice of priorities																		
Specific Objective No. 3: Evaluation of adaptation measures and National Action Plan																		
Activity 3.1. : A study of adaptation measures of priority sectors																		
Activity 3.2. : Summary of sectoral adaptation analyses																		
Activity 3.3. : Validation workshop of measures earmarked for priority sectors																		
Activity 3.4. : Capacity building on adaptation methodologies																		
Specific Objective 4 : Preparation of the National Action Plan on Adaption																		
Activity 4.1.: Preparation and presentation of the strategy and Action Plan																		
Activity 4.2. : Review of NAP Programmes																		
Activity 4.3. : Final review of the NAPA document																		
Activity 4.4. : Publication of the NAPA document																		

Part VII: Annexes

Annex 1

Terms of Reference

Project Steering Committee

Objective

The Government of Guinea has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the setting up of Project Steering Committee to carry out the following tasks:

Tasks

- Provide overall policy guidance for the project;
- Provide support and advice to the project team on implementation of the project activities;
- Provide advice on stakeholder identification and participation and endorse the defined roles for each of the participating agency;
- Ensure participation of stakeholders through liaison with relevant stakeholder groups;
- Review and endorse the project work plan in line with the project document;
- Participate in the inception workshop as part of the capacity building activities for the project;
- Monitor the performance of the project through evaluation of three monthly reports produced by the project coordinator and project team;
- Facilitate effective inter-agency sharing of information relevant to the project;
- Quality control of technical reports prepared by the national consultants and the project coordinator;
- Evaluate and approve all draft reports/policy papers etc produced as outputs of the project;
- Liaise with government to ensure government commitment to the project and approval of all produced Reports by Cabinet;
- Facilitate discussions on possible funding sources for the NIP.
- Lay down policies defining the functions, responsibilities and delegation of powers for the local implementing agency and the Project Management Office and the NAPA Team.
- Coordinate and manage the overall project activities and the budget.
- Facilitate coordination of project activities across institutions.
- Review the project activities, and their adherence to the work plan set forth in the project document.
- Review and comment on each year's proposed work plan and budget
- Take decisions on the issues brought to its notice by UNDP and other cooperating institutions, and advise regarding efficient and timely execution of the project.
- Initiate remedial action to remove impediments in the progress of project activities that were not envisaged earlier.

Composition

The Committee shall comprise of high level officials from relevant Government agencies, community groups, non-government organizations, and the private sector.

Annex 2

Terms of Reference

National Project Director

Objective

The Government of Guinea has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the appointment of a National Project Director to carry out the following tasks:

The National Project Director is responsible to the Minister of Environment through the Director of Environment.

Tasks:

The National Project Director's tasks shall be to:

- Ensure appropriate and adequate office space is provided to the NAPA project team as part of the Government's in-kind contribution to the project;
- Manage and supervise the overall implementation of project activities;
- Contract and manage the consultants and project teams' work;
- Provide update reports to the Minister of Environment on project progress;
- Provide update reports to the Project Steering Committee on project activities and progress;
- Manage the disbursement and utilization of projects funds in accordance with Government and UNDP procedures;
- Liaise closely with UNDP on matters relating to the project;
- Ensure the timely delivery of quarterly financial and progress reporting requirements of UNDP;
- Ensure close collaboration with relevant stakeholders including members of the Steering Committee;
- Supervise the work of the Project Coordinator and technical experts.
- Assure the Government inputs to the project are forthcoming in a timely and effective manner
- Assure the project stays in line with national programs, strategies, and objectives and full achievements of the immediate objectives and outputs

With the support of the National Project Coordinator, the NPD shall:

- Oversee establishment of the Project Management Office with systems put in place for sound management of all project subcontracts and financial disbursements.
- Prepare detailed draft work plan and inception report for all project objectives and identify resource requirements, responsibilities, task outlines, performance evaluation criteria and work plans/schedules.

- Develop detailed and measurable quarterly performance indicators for each project output at the outset of the project.
- Prepare quarterly work plans, which are to include indication of extent to which previous quarter's activities have contributed to project's overall objectives.
- Create detailed TOR and qualifications for each subcontract and international expert.
- Coordinate international experts and advise on international training and workshops.
- Submit, as required, Annual Performance Review (APR) to tripartite (TPR) review meetings.
- Approve detailed terms of reference and qualifications for each subcontract.
- Direct and supervise the establishment of project administration procedures for all staff, subcontractors, and participating agencies.
- Approve quarterly status and financial reports for comment and approval of the Project Steering Committee.
- Approve six-month budget forecast requests for approval of the Project Steering Committee.
- Oversee implementation of Project Steering Committee directives.

Annex 3

Terms of Reference

National Project Coordinator

Objective

The Government of Guinea has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the recruitment of a National Project Coordinator to carry out the following tasks:

Tasks

- Prepare the annual work plans of the project, in a manner consistent with the reporting, budgeting, monitoring and evaluation procedures of the Government, and UNDP's guidelines for National Execution (NEX), on the basis of the Project Document, and in close consultation and cooperation with the Project Steering Committee, Task Team and the National Project Director;
- Coordinate and monitor the activities described in the work plan;
- Prepare quarterly and annual financial and project progress reports as per UNDP monitoring requirements;
- Facilitate national consultations together with the Task Team;
- Conduct inception workshop to introduce and review project plan, and implementation arrangements;
- Coordinate the development of Terms of References for the necessary contractors and consultants.
- Provide guidance and assistance to the contractors and consultants;
- Establish links with LDC experts (regionally and internationally);
- Prepare technical papers for information of the Steering Committee and other stakeholders;
- Review reports produced by consultants and ensure wide circulation to committee members and other technical experts;
- Foster and establish links with other related environment programmes in Samoa;
- Provide technical assistance to the Task Team in the implementation of project activities particularly the preparation of the NAPA document.

Qualifications

- An advance degree in a field relevant to the objectives of the project;
- At least 5 years of working experience in a relevant field;
- Have a good understanding of the local institutions and stakeholders;
- Fluent in English and preferably Samoan;
- Good communications and report writing skills;
- Must be computer literate

Annex 4

Terms of Reference

NAPA National Task Team

Objectives

The Government of Guinea has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the setting up of National Task Team comprised of representatives of the lead agency and other key players, including stakeholders such as members of relevant government agencies, and representatives of donor institutions, regional and local authorities, the production, consumption and service sectors and civil society organizations. The NAPA Team is tasked to do the following:

Tasks:

- Responsible for preparing the NAPA, and for ongoing coordination and oversight of NAPA activities;
- Establish multidisciplinary Working Groups comprising relevant members of the NAPA Team, and other individuals as and when required;
- Develop an action plan designed to enhance the capacity of the Government and private sectors, and of civil society, in order to ensure that key players and stakeholders can play an appropriate, meaningful and productive role in the development and ultimate implementation of the NAPA;
- Responsible for monitoring, reviewing, evaluating and reporting on the project implementation and achievement of the specific outputs;
- In conjunction with relevant Working Groups, consider all potential adaptation activities and subsequently develop a list of proposed activities to be undertaken in order to negate or reduce the identified risks associated with climate variability and change (including extreme events);
- Organize national consultative workshops to solicit views on the list of proposed NAPA activities that would be subject to a more comprehensive and detailed prioritization and selection process;
- Review the findings of the vulnerability and adaptation assessments that were conducted as part of the enabling activities for the Initial National Communication;
- Assemble the findings of all other impact and vulnerability assessments;
- Evaluate how and to what extent the identified coping practices can address the vulnerabilities identified for Samoa's social, economic and environmental systems and assets, and what additional adaptation interventions will be required;
- Facilitate all workshops required as part of the project process;
- Review the analysis of each of the priority adaptation activities and subsequently prepare a draft synthesis report discussing priority activities addressing needs to cope with adverse effects of climate change;

- Develop a framework for the proposed adaptation programme, based on the information assembled during the vulnerability and adaptation assessments;
- Draw on the results of the national consultative workshops, and use the ideas expressed at those workshops to help frame, elaborate and strengthen the descriptions of the specific adaptation activities that will be included in the NAPA as a result of their high priority;
- Ensure that the proposed adaptation activities, as well as the overall Programme of Action, have complementarity with the Strategy for the Development of Samoa and with national, sectoral and local policies and action plans, including those related to land degradation and biodiversity conservation; and
- Prepare profiles of priority project-level activities for adaptation in Samoa, including objectives, description of activities, required inputs, short-term outputs, potential long-term outcomes, institutional arrangements, risks and barriers, evaluation and monitoring, and the financial and other resources required.

Qualifications

For NAPA National Experts

- Preferably a postgraduate degree holder, in a field relevant to the specific project activities;
- At least 5 years of relevant working experience;
- Good basic knowledge of climate change issues;
- Good communications skills and report writing.

For Sectoral Consultants

Depending on the prioritized sectors and the technical requirements of multidisciplinary working groups, consultants will be engaged to fill up these teams. The following is the general terms of reference for these consultants (local or international).

Duties: Reporting to the NPD, the expert will perform the following duties:

- Assist NPD in preparing the work plan and inception report dealing with the adaptation assessments for the relevant sector needing the consultant's expertise.
- Provide suggestions and feedbacks to the relevant working team on the assessment and design of specific adaptation projects.
- Provide suggestions on the budget and implementation requirements of specified adaptation projects in the relevant sector.
- Prepare mission report at the end of each mission.
- Assist the NAPA Team in preparing the work plan and inception report dealing with the adaptation assessments for the relevant sector.
- Carry out the V&A assessment (using agreed methodology) in his/her sector, and design of specific adaptation projects.
- Prepare the budget and implementation requirements of specified adaptation projects in the relevant sector

Qualifications:

- Postgraduate degree in relevant environmental science or engineering field (corresponding to sector)
- Extensive experience in the assessment of vulnerability to climate change and variability, as well as in the formulation and implementation of adaptation measures
- Project team experience
- Familiarity with, and updated on, various international efforts in vulnerability and adaptation to climate change and climate variability
- Fluent in the English language.

Annex 6

Terms of Reference

National Expert (Vulnerability and Adaptation)

Objectives

The Government of Guinea has received funds through the UNDP/GEF to assist with the preparation of a National Adaptation programme of Action (NAPA) to meet the country's obligations under the United Nations convention on Climate Change. Part of this project includes the recruitment of a National Experts on Vulnerability and Adaptation to carry out the following tasks:

Tasks:

- Support and facilitate the multidisciplinary teams that will carry out the required vulnerability and adaptation assessments;
- Review related international and national documentation (in particular all NAPA-related documents prepared by UNFCCC and GEF) with regards to V&A assessments, and propose the strengthened assessment methodologies most suited to Samoa;
- Facilitate the workshop on participatory assessment of vulnerability and identification of potential adaptation activities.
- Assist NPD in preparing the work plan and inception report dealing with the adaptation assessments.
- Provide suggestions and feedbacks to working teams on methodology to be used in prioritizing sectors and activities, as well in the assessment of critical sectors. In particular, provide assistance in preparation of analysis of vulnerability of critical sectors in Samoa.
- Provide suggestions on agenda and invitees (local and international) for the national workshops on the proposed NAPA. Agenda would include exchange of experiences on methodologies and implementation of NAPA activities. Experience in other LDCs doing NAPA would also be covered.
- Facilitate the national consultative workshop on vulnerability and adaptation assessments.
- Provide suggestions on specific information exchange activities and/or regional cooperation with other LDCs doing NAPA.
- Monitor results of adaptation assessment activities, providing technical feedback. Review drafts of all written outputs for the objective and provide feedback.

Qualifications:

- A university degree, preferably a BSc. in a field relevant to the specific activities of this consultancy;
- At least 5 years of working experience in a relevant field;
- Extensive knowledge, involvement and experience in climate change issues in Samoa or the Pacific;
- Good communications skills and report writing.

Annex 7

Terms of reference

Of the Administrative and Financial Assistant

Qualifications: The candidate should fill the following requirements

- Holder of a Baccalaureat and 2 years of service at least.
- Have at least 5 years experience
- Of Guinean nationality
- Able to work under pressure
- Be computer literate
- Be available immediately
- A good knowledge of English will be an asset

Duties:

- Prepare all correspondence and back-to-office reports
- Deal with the incoming and outgoing correspondence
- Participate in the search of information for the project
- Prepare and submit to the Project Manager all financial statements according to UNDP regulations
- Pay staff salaries, settle financial commitments and other expenditure approved by the Coordinator according to the regulations in force.

Duration of service: 18 months