



GOVERNMENT OF THE ISLAMIC REPUBLIC OF IRAN

UNITED NATIONS DEVELOPMENT PROGRAMME (UNDP)

GLOBAL ENVIRONMENT FACILITY (GEF)

**Project Title: Iran - POPs Enabling Activity: Preparation of the POPs
National Implementation Plan under the Stockholm Convention**

STRATEGIC AREA OF SUPPORT (SAS):

G3-SGN2-SASN2 Global conventions and funding mechanisms

ACC/UNDP Sector: Environment

Sub-Sector: Environment Policies and Legislation

Brief Description:

This project is a means of fulfilling essential communication requirements to the Stockholm Convention on POPs. Moreover, the project will provide a basic and essential level of information to enable policy and strategic decisions to be made, and assist planning that identifies priority activities within the I.R. of Iran. An outcome of the project is the empowerment of the country to formulate and direct sectoral and economy-wide programmes to address POPs-related problems through a cost-effective approach within the context of national sustainable development efforts. Important outputs include development of country inventories, capacity reviews, legal frameworks and regulatory controls to achieve compliance with the Stockholm Convention on POPs and enforcement mechanisms in line with the same as well as development of action plans to comply with the obligations of the Convention and a public outreach programme to educate the public and industry about POPs-related risks, and measures to address them.

Date: 8 June 2003

Part I

A. The Situational Analysis:

Problem to be Addressed and reference to the Relevant Outcome in the Country Programme

Over the past 40 years, awareness has been growing about the threats posed to human health and global environment by the ever-increasing release of synthesized chemicals. Mounting evidence of damage to human health and the environment has focused the attention of the international community on a category of substances referred to as Persistent Organic Pollutants (POPs). Persistent Organic Pollutants (POPs) are long-lasting toxic substances that are produced and released into the environment by human activity. Some of these substances are pesticides, while others are industrial chemicals or unwanted by-products of industrial processes or combustion. POPs are characterized by persistence, bio-accumulation and the potential for long-range transport. Specific effects of POPs can include cancer, allergies and hypersensitivity, damage to central and peripheral nervous system, reproductive disorders and disruption of immune system.

All POPs pesticides, except for mirex and hexachlorobenzene (hexachlorobenzene has never been used in industrial applications in Iran), have been registered in Iran. The authorizations for agricultural uses were withdrawn in 1976 except for toxaphene, which was banned in 1985. There has never been production of any of the POPs pesticides in Iran and knowingly no formulation activity for POPs pesticides has taken place in the country.

As the authorisations were withdrawn 25 years ago, it is not expected that significant quantities of pesticide POPs are found with end-users or at the village level. However, large quantities of obsolete pesticides are stockpiled in warehouses. Some of the pesticides stored are several decades old. No systematic assessment has been carried out to ascertain whether these stockpiles contain POPs compounds. It has been reported that many of the stored pesticide containers are in a poor condition and in need of immediate attention in order to prevent releases to the environment and workplace.

DDT has never been produced in Iran and the last consignment was imported in 1990. The remaining DDT stockpiles are still being used in vector control by the Ministry of Health (MoH) to control flies carrying lyshmaniasis. DDT is distributed by the Centre of Disease Control at provincial level at the official request of health experts in the field. There is no centralized databank on the actual annual use, nor an accurate assessment of DDT stockpiles stored in the MoH warehouses. Some rough estimates indicate that the amount of DDT is approximately 2 metric tons. It is worth noting that a synthetic pyrethroid, lamnda- cyhalotrine, is known to be effective as a substitute for DDT in the actual field uses in Iran. A switch to this alternative has not been carried out due to economic considerations and possible building of resistance in the target species.

Imports of PCB oils were banned in 1990. PCBs are believed to be found only as di-electric and cooling oils in electric transformers and capacitors. According to estimates, there are more than 1000 tons of PCBs in the country. The majority of this (up to 90%), have been used in installations administered by the Ministry of Energy (MoE). MoE has recently commenced a survey among its installations to obtain a clear picture of the situation. The results of this survey should have been available in early 2002. The details of the survey methods are unclear and a proper quality control of this survey needs to be conducted.

The balance of PCBs in use is under the realm of the Ministry of Oil, the Ministry of Industry and Mines, and to a lesser degree, the private industries. Thus far, no steps have been taken to survey the extent of POPs contamination in these installations. Despite the ban on imports of pure PCB oils, there are indications that PCB containing electric equipment might still be imported into the country. Apart from transformers and capacitors under the MoE, no assessment of other equipment containing PCBs or other uses of PCBs has ever been undertaken in Iran.

There exists no legislation on dioxins and furans or other chlorinated by-products in Iran. To date no attempts have been made to assess the main sources of dioxins and furan emissions or indeed the quantity of these. All industries spelled out in the relevant annex of the Stockholm Convention as main source categories exist in Iran. Hence, there are potentially substantive releases of dioxins and furans.

No concerted efforts have been made to identify contaminated sites in the country, be they POPs or non-POPs. Water monitoring data indicates that POPs chemicals, at least aldrin, endrin and dieldrin are running off to the Caspian Sea. It is however unclear what is the source of this pollution.

There are several laboratories, both in the public and semi-public sector, with the capacity to identify and analyze POPs. However, only the DOE is currently engaged in limited analysis of POPs from soil samples. With modest investments, the laboratories of the DOE, the Research Department of Ministry of Jihad-e-Agriculture as well as the Research Laboratory of the Ministry of Oil could be adequately equipped for the analysis of POPs.

The above laboratory facilities are, with modest upgrading, suitable for compiling the initial inventory on POPs. In the longer term, when low concentration analysis as well as dioxin and furan analysis becomes necessary, it is recommended that one laboratory is delegated with the main responsibility for POPs analysis and be equipped accordingly.

Only one incineration plant for hazardous waste exists with Shimikeshavarz company. This equipment has been inspected by foreign experts and considered unsuitable for the destruction of chlorinated substances. In addition, the suitability of 2-3 pilot phase installations operated by the Ministry of Oil for POPs destruction has not been assessed.

Awareness of the detrimental effects of POPs or the wider chemical safety issues is poor in Iran. The Department of Environmental and Occupational Health has carried out awareness campaigns on chemical safety in various media.

This initiative directly addresses two intended outcomes of the Country Cooperation Framework (CCF) with regard to expanded capacity for better development planning and improved environmental conservation.

National Institutional and Legal Framework and the Intended Beneficiaries

The main regulatory body on environmental issues is the Supreme Council for the Protection of the Environment. This Council is chaired by the President of the Islamic Republic of Iran and in 1983 has delegated the Department of Environment (DOE) to prepare policies and enforce environmental regulations. The Supreme Council draws expertise and advice from various governmental and non-governmental entities, most notably the National Sustainable Development Committee.

The main legal instruments for regulating chemical substances are:

- Pesticide Ordinance

- Water Pollution Prevention Guideline of 1984 and its 1994 Amendment
- Wastewater Effluent Standard of 1991 and its 1994 Amendment
- Environmental Impact Assessment Guideline of 1995
- Hazardous Waste Management Strategy 2001

The Pesticide Ordinance legislation and subsequent guidelines deal with the registration and use of agricultural pesticides. The legislation is implemented by the Ministry of Jihad-e-Agriculture, in particular the Plant Protection Organization and its Research Department, which carry out the necessary evaluation and efficacy tests for plant protection products.

The Hazardous Waste Management Strategy 2001 provides broad guidelines on the handling, storage, transport and disposal of hazardous waste. The legislation covers administrative procedures, auditing of waste stockpiles and sites, and export and import control of hazardous waste. It further spells out national priorities on hazardous waste. The Strategy does not, however, provide any specific guidelines on the POPs substances or articles contaminated with POPs.

B. Strategy:

National Strategy and National Commitment to Achieving the Outcome

The Government of the Islamic Republic of Iran has signed the Stockholm Convention on Persistent Organic Pollutants on 23 May 2001, after actively taking part in the negotiation process leading to the final Convention. Iran is currently the chair of the Asia-Pacific Group in the Intergovernmental Negotiating Committee (INC) on POPs as well as serving as Vice-chair for the INC.

In 1992, the Islamic Republic of Iran ratified the Basel Convention on Transboundary Movements of Hazardous Waste and their disposal. In 1998, Iran signed the Rotterdam Convention on Prior Informed Consent for Certain Chemicals and Pesticides in International Trade.

UNDP Support to Policy Development and the Strengthening of National Capacities

Participatory processes are a precondition for the long-term effectiveness and sustainability of UNDP interventions. The POPs National Implementation Plan (NIP) constitutes the most important output of the project. Given the cross-sectoral and all-encompassing nature of the Plan, inter-sectoral coordination in development of a NIP based on broad consensus is a pre-requisite in ensuring that a workable document is developed to safely eradicate current stockpiles and enforce a total ban on POPs uses. UNDP as a member of the Steering Committee mechanism plays a role in facilitating such coordination. In addition, UNDP would actively advocate for the integration of the NIP in the Fourth Five Year Development Plan of the country.

During project implementation, efforts will be made to use the services of national consultants to the extent possible. However, some project activities have been envisaged to benefit from international consultantancy inputs in cases where national experts with adequate technical qualifications and experience may not be available in the country. Extensive training and capacity building of national staff is also a prominent feature of project design.

A delineation of responsibilities for specific activities are provided in Annex I.

Part II

Results Framework:

This project is a means of fulfilling essential communication requirements to the Stockholm convention, providing a basic and essential level of information to enable policy and strategic decisions to be made. Its two components cover the preparation of a National Implementation Plan (NIP) and Capacity Building Support for Enabling Activities. The latter component will provide assistance to strengthen the ability of countries to implement a systematic and participatory process for the preparation of Iran's NIP. An outcome of the project is Iran's ability to formulate and direct sectoral and economy-wide programmes to address global environmental problems through cost-effective approaches within the context of national development efforts. The NIP would describe the manner with which Iran will meet its obligations under the Convention to phase-out POPs sources and remediate POPs contaminated sites. The project will enable Iran to fulfill its commitment as a signatory party to the Stockholm Convention.

Intended Outcome as stated in the Country Results Framework: Global Environment concerns and commitments integrated in national development planning and policy.		
Outcome indicator as stated in the Country Program Results and Resources Framework, including baseline and target: The objectives and targets of the POPs National Implementation Plan integrated in national development planning and policy framework.		
Applicable Strategic Area of Support (from SRF) and TIF Service Line (if applicable): G3-SGN2-SASN2 Global conventions and funding mechanisms		
Partnership Strategy: full use will be made of project's Steering Committee (PSC) as a vehicle for strengthening partnerships. Different line ministries, departments and organizations will be involved as members of the Committee. In addition, representatives from the civil society and academia will attend PSC meetings. Moreover, in view of the cross-sectoral nature of the National Implementation Plan and the full spectrum of the various POPs to be inventoried, a number of different line ministries will take part in the execution of project activities corresponding to different categories of POPs. As a result, the project has been designed in such a manner to cater for the involvement and coordination of all relevant stakeholders. Thus efforts to hold formal and informal forums would reinforce inter-sectoral partnership building.		
Project title and number: Iran - POPs Enabling Activity: Preparation of the POPs National Implementation Plan under the Stockholm Convention (IRA/02/G31)		
Intended Outputs	Output	Indicative Activities
		GEF Inputs

Targets for (years)	All amounts in USD
1.1 Project coordination and management mechanisms established	<p>1.1.1 MFA appoints a National Project Director (NPD)</p> <p>1.1.2 Establish a Project Steering Committee (PSC)</p> <p>1.1.3 Identify and recruit a National Project Manager (NPM) in consultation with the PSC and in line with UNDP rules, based on a clear set of TOR.</p> <p>1.1.4 Identify and recruit an Assistant NPM and a Secretary.</p> <p>1.1.5 Identify and recruit an International Coordination Consultant (ICC) based on a clear set of TOR</p> <p>1.1.6 Form three working groups/task teams, dealing with POPs pesticides, PCBs and unintentional by-products respectively (for each of the three categories of major POPs, identify a sub-task leader, a sub-task coordination consultant, an international inventory consultant, chemist and as warranted a task manager)</p> <p>1.2.1 Organise project inception workshop</p> <p>1.2.2 Assess the institutional set-up concerning chemical safety and management and the inter- linkages between institutions (NPM)</p> <p>1.2.3 Assess the capacity building needs in support of project implementation</p> <p>1.2.4 Assess chemical hazards, risks and needs and assist in implementing the changes(ICC)</p>
1.2 Enhancement and assessment of national Capacity to support successful project implementation	<p>Total for sub-task</p> <p>28,800</p> <p>19,200</p> <p>22,000</p> <p>3 X 11,000</p> <p>2 X 6,600</p> <p>7,700</p> <p>7,000</p>

<p>1.3 Review of national legislation concerning all aspects of POPs management</p>	<p>1.3.1 Identify and recruit a legal expert based on a clear set of TOR drafted by the ICC</p> <p>1.3.2 Assess all national legal provisions pertaining to chemical safety, import/export, waste and releases</p> <p>1.3.3 Analyze the above provisions against the requirements of the Stockholm Convention and submit a report on the legal modifications needed for compliance</p>	<p>4,000</p>
<p>1.4 Wide groups of stakeholders informed about POPs-related human and environmental effects.</p>	<p>1.4.1. Identify and recruit an awareness specialist based on a clear set of TOR drafted by the ICC</p> <p>1.4.2 Assess the available information on POPs-related chemical safety, health and environmental risk, including current information dissemination from various sources</p> <p>1.4.3 Develop a national communication strategy (NCS) by designing suitable information material and plan its dissemination targeted at key stakeholders</p> <p>1.4.4 Assist in implementing the NCS upon endorsement of PSC</p>	<p>6,400</p> <p>36,000</p>
<p>2.1 Capacity building and assessment related to all three working groups (based on the findings of 1.2 above)</p>	<p>2.1.1 Train and build capacity of working groups/task teams and institutions/organizations conducting the collection of POPs data (international inventory and sub-task coordination consultants)</p> <p>2.1.2 Assess national infrastructural and institutional capacity for POPs management, including handling, storage, scientific capacity and chemical analytical capacities and recommendations for their improvement in the country (linkage to activity 1.2.2 above)</p>	<p>29,600</p> <p>5,000</p> <p>4,000</p>

		<p>2.1.3 Assess monitoring and R&D capacity</p> <p>2.1.4 Assess opportunities for disposal of obsolete stocks and contaminated articles (based on the findings of activity 2.2.1 below)</p>	
<p>2.2 Compilation of baseline inventories in relation to all three working groups</p>		<p>2.2.1 Collect and compile initial inventories of POPs stockpiles (<i>i.e. separately for pesticide POPs, PCBs and unintentional by-product POPs sources</i>), articles in use containing POPs as well as POPs containing waste and contaminated sites. The inventories will be subject to proper consultation and validation and include data on production, distribution, releases, use, import and export of POPs where applicable. Possible illegal uses of POPs will be assessed. Chemicals and soil will be sampled for possible POPs content.</p> <p>2.2.2 Compile POPs inventories in an electronic form and compatible user-friendly databases in English and Farsi through competent private sector companies (with assistance of the sub-task coordination consultant).</p> <p>2.2.3 Review the POPs databases and control quality (international inventory consultant)</p>	<p>48,000</p> <p>2 X 1,600 8,000 1,200</p>
<p>3.1 Agreed country objectives and priorities for POPs and POPs elimination and reduction.</p>		<p>3.1.1. Recruit a Task Manager, an International Priority Setting and Management Option Consultant, a Waste and Stockpiles Management Option Consultant as well as an Unintentional by-products and Contaminated Sites Management Options Consultant and a Socio-economic Consultant.</p> <p>3.1.2. Develop criteria for prioritisation, taking into account health, environmental and socio-economic impacts and availability of alternative solutions and determine national</p>	<p>53,300</p>

		<p>objectives and priorities in relation to POPs issues (International consultant)</p> <p>3.1.3 Assess the need for introduction of technologies, including technology transfer and possibilities of developing indigenous alternatives</p> <p>3.1.4 Organise and hold national priorities validation workshop (Task Manager)</p> <p>3.1.5 Based on POPs inventories and international and local experiences, identify several management options for each category, including phasing-out and risk reduction strategies</p> <p>3.1.5 Based on the findings of 3.1.4, assess the costs and benefits as well as other socio-economic consequences of management options and societal costs for no action</p>	5,000
3.2 Draft National Implementation Plan (NIP)		<p>3.2.1 Develop a detailed implementation plan, including an action plan for un-intentional by-products, PCBs and pesticide POPs</p> <p>3.2.2 Prepare a costing report in relation to implementing the NIP and assess possible sources of international and local funding</p> <p>3.2.3 Expert review of the draft NIP</p> <p>3.2.4 Prepare initial funding request package for implementation, including cost estimates and incremental costs</p> <p>3.2.5 Conduct preliminary discussions on funding possibilities</p>	

<p>4. Final National Implementation Plan integrating views from government and other stakeholders for meeting country obligations under the Convention..</p>	<p>4.1 Identify International Resource Person for NIP and Conduct POPs NIP Workshop.</p> <p>4.2. Obtain endorsement of the Stockholm Convention Focal Point for the NIP.</p> <p>4.3. Publish and widely disseminate the National Implementation Plan.</p> <p>4.4. Submit National Implementation Plan to the Stockholm Convention Secretariat through POPs Focal Point.</p>	<p>20,500</p> <p>3,000</p>
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* All related activities should cover 3 categories of POPs Pesticides, PCBs, and unintentional by-product POPs. For each category, a working group will be dealing with all proposed activities under the output.

Part III

Management Arrangements:

Execution Arrangements

The Ministry of Foreign Affairs (MFA) will be responsible for the overall execution of the project and will provide a National Project Director for the duration of the project. Under the supervision of the MFA, The Department of Environment (DOE) will act as the the lead national executing agency of the POPs Enabling Activities project.

DOE is the competent department enforcing environmental legislation in Iran, including Wastewater Effluent Standards, Water pollution Prevention and Environmental Impact Assessment Standards as well as the Strategy of Hazardous Waste Management. These acts regulate industrial chemicals, releases of pollutants, wastes and contaminated sites in Iran. DOE is also the focal point for Basel Convention on Transboundary Movements of Hazardous Waste and their Disposal and the designated executing agency for two Enabling Activities projects implemented by UNDP. The latter projects are close to completion and were approved to enable Iran to honour its commitments under the United Nations Framework Convention on Climate Change (UNFCCC) and the Convention on Biological Diversity (CBD).

MFA and the National Project Director will be responsible for the quality and timely execution of the POPs Enabling Activities Project. DOE will be responsible for the execution of Tasks 1, 3 and 4. To implement the awareness-raising activities, DOE will closely co-operate with the Ministry of Health.

The Ministry of Jihad-e-Agriculture (MoJA), particularly the Plant Protection Organization (PPO) will be responsible for compiling and recording the inventory on POPs pesticides. PPO is the competent authority regulating pesticide registration in Iran. PPO's field staff will be trained to collect data, including farm-level data and information. A special effort will be made to carefully survey the warehouses of the Agricultural Supportive Services Organization. PPO will centrally compile all data. This survey will also include POPs pesticides stockpiles and wastes as well as sites contaminated with POPs pesticides.

Ministry of Health (MoH) will support MoJA in assessing the stockpiles and the current level of DDT use. MoH staff will participate in the training for collection of the POPs inventory data. MoH will further establish a reporting scheme on the use of DDT in the provinces to a centrally administered databank.

Ministry of Jihad-e-Agriculture (MoJA) will use its own laboratories for chemical analysis and identification. MoJA and MoH will identify and sample suspected contaminated sites. The analysis of samples will be carried out by DOE or the MoJA Research Department. DOE will further provide computer programming support for electronic storage of data. Resources outlined in the project budget for compiling the POPs pesticides inventory will be made available to MoJA, excluding the Government cost sharing which will be supplied by the relevant Ministries.

DOE will act as co-ordinator for PCB use inventory, whereas Ministry of Energy, Ministry of Oil and Ministry of Industries and Mines will provide data on PCB stockpiles, waste, waste products and contaminated sites from their respective industry areas. Staff from all these ministries will attend training on identification of PCB-containing equipment, proper sampling procedures as well as proper handling of PCBs and PCB-containing waste. The analysis of PCBs, including analysis of soil samples, will be carried out by the DOE, or else arrangements will be supervised by the DOE.

The compiling of inventory on dioxins and furans (i.e. under unintentional by-product POPs sources inventory) will be carried out by the Ministry of Industries and Mines (MoIM). This survey will compile data of industry sectors identified in the Stockholm Convention to be major source categories on dioxins and furans as well as other unintentionally released POPs by-products. The data collected will be converted to an initial dioxin and furan inventory by using internationally applied conversion factors. Training on compilation and conversion factors will be provided through the project and will be available to all interested ministries. Resources outlined in the project budget for this will be made available to MoIM, excluding the Government cost sharing which will be supplied by the said Ministry.

Policy and Monitoring Support & Trouble Shooting

The Enabling Activities Project for Implementation of the Stockholm Convention on Persistent Organic Pollutants will be overseen by a Project Steering Committee (PSC) with the following composition:

Chairperson: Ministry of Foreign Affairs
National Project Director will serve as the Chair of the PSC.

Members:

Department of Environment (DOE)
Ministry of Jihad-e-Agriculture (MoJA) [Plant Protection Organization (PPO)]
Ministry of Industries and Mines (MoIM)
Ministry of Oil
Ministry of Energy (MOE)
Ministry of Health, Treatment and Medical Education (MoH)
Ministry of Commerce
Ministry of Economic Affairs and Finance (Customs)
Management and Planning Organization (MPO)
United Nations Development Programme (UNDP)
2 Representatives from Non-governmental Organizations
2 Representatives from Academia

National Project Manager will serve as the Secretary of the PSC and will be present in a non-voting capacity.

The Project Steering Committee will be constituted and notified at the inception of the project implementation. The PSC will convene quarterly to review the progress of the project. The PSC will endorse the workplan and provide guidance and assistance in the resolution of any difficulties experienced during implementation. The PSC can draw expertise from other ministries/departments/organizations as and when required.

Monitoring & Evaluation

As part of a process of constant learning and improvement, M&E is increasingly seen as a critical function for the GEF partnership. Enabling Activities have to comply with regular UNDP requirements, namely the Annual Project Report (APR) and the associated Tripartite Review meeting (TPR) as well as a Terminal Report and Terminal TPR. The project will not, however, be subject to a mandatory evaluation. In addition, the PSC meetings are an integral part of the project's monitoring regime. Over and above the formal monitoring mechanisms of an APR and TPR, important monitoring tools also include preparation of quarterly progress reports and the annual updating of the work plan by the project implementation team.

Please refer to Annex IV for a description of the formal monitoring mechanisms required for UNDP projects and Annex V for a description of financial monitoring and reporting procedures.

Auditing Requirements

The objective of the audit is to provide the UNDP Administrator and the GEF trustee with the assurance that UNDP/GEF resources are being managed in accordance with:

- a) the financial regulations prescribed for the project (see Annex V);
- b) The project document and work plans;
- c) Management requirements

In terms of frequency, all Enabling Activities projects including this project must be audited once a year.

For nationally executed projects, the legally recognized auditor of the government normally conducts the audit. However, when this arrangement is not feasible, the executing agency engages a commercial auditor. The executing agency is responsible for meeting the costs of the audit. In exceptional cases, the UNDP Resident Representative may approve the use of project funds for audit costs if a commercial auditor carries the audit. In this case, adequate financial provision for the audit must be included in the project budget (B.L. 52).

Part IV

Legal context

The Islamic Republic of Iran is not one of the signatories of the Standard Basic Assistance Agreement (SBAA). This Project Document shall be the instrument envisaged in the Supplemental Provisions to the Project Document, attached as Annex II. The following types of revisions may be made to this project document with the signature of the UNDP Resident Representative only provided he or she is assured that the other signatories of the Project have no objections to the proposed changes:

- Revisions of or additions to 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 rearrangement of inputs already agreed to, or by cost increases due to inflation;
- Mandatory annual revisions, which re-phase the delivery of agreed project inputs or reflect, increased expert costs or other costs due to inflation or take into account agency expenditure flexibility.

Budget

PROJECT RESOURCES FRAMEWORK - AN ANNUAL INPUT-OUTPUT BUDGET

ANNUAL OUTPUT TARGET

Intended outputs for year 1:

- 1.1 Project coordination and management mechanisms established
- 1.2 Enhancement and assessment of national Capacity to support successful project implementation
- 1.3 Review of national legislation concerning all aspects of POPs management
- 1.4 Wide groups of stakeholders informed about POPs-related human and environmental effects.
- 2.1 Capacity building and assessment related to all three working groups
- 2.2 Compilation of baseline inventories in relation to all three working groups

WORKPLAN FOR YEAR 1

ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET
1.1.1 MFA appoints a National Project Director (NPD)			
1.1.2 Establish a Project Steering Committee (PSC)			
1.1.3 Identify and recruit a National Project Manager (NPM), an Assistant NPM and a project Secretary in consultation with the PSC and based on a clear set of TOR	NPM and Administrative Support	17.01 & 13.01-13.02	48,000
1.1.4 Identify and recruit an International Coordination Consultant (ICC) based on a clear set of TOR	International Coordination consultant	11.01	22,000
1.1.5 Form three working groups/task teams, dealing with POPs pesticides, PCBs and unintentional by products respectively (for each of the three categories of major POPs, a sub-task leader, a sub-task coordination consultant, an international inventory consultant, chemist and as warranted task manager)			
Output total			70,000

<p>1.2.1 Organise project inception workshop</p> <p>1.2.2 Assess the institutional set-up concerning chemical safety and management and the inter-linkages between institutions</p> <p>1.2.3 Assess the capacity building needs in support of project implementation</p> <p>1.2.4 Assess chemical hazards, risks and needs and assist in implementing the changes</p>		32.01	7,000
<p>Output total</p> <p>1.3.1 Identify and recruit a legal expert based on a clear set of TOR drafted by the ICC</p> <p>1.3.2 Assess all national legal provisions pertaining to chemical safety, import/export, waste and releases</p> <p>1.3.3 Analyze the above provisions against the requirements of the Stockholm Convention and submit a report on the legal modifications needed for compliance</p>		17.02	7,000 4,000
<p>Output total</p> <p>1.4.1. Identify and recruit an awareness specialist based on a clear set of TOR drafted by the ICC</p> <p>1.4.2 Assess the available information on POPs-related chemical safety, health and environmental risk, including current information dissemination from various sources</p> <p>1.4.3 Develop a national communication strategy (NCS) by designing suitable information material and plan its dissemination targeted at key stakeholders</p> <p>1.4.4 Implementing the NCS upon endorsement of PSC</p>	<p>NPM, International Coordination Consultant</p> <p><i>Miscellaneous</i></p>	17.03 22.01	4,000 6,400 Included in the above 36,000 Included in the above

	<p>Expendable Equipment Operations & Maintenance Travel & Subsistence</p>	<p>45.02 53.01 16.03 & 16.04</p>	<p>4,000 5,000 7,000</p>
<p>Output total</p>		<p>58,400</p>	
<p>2.1.1 Train and build capacity of working groups/task teams and institutions/organizations conducting the collection of POPs data: Inventory Compilation Training Workshop</p>	<p>Other Training</p>	<p>32.02, 32.03 & 32.04</p>	<p>38,600</p>
<p>2.1.2 Assess national infrastructural and institutional capacity for POPs management including, handling, storage, scientific capacity and chemical analytical capacities and recommendations for their improvement in the country (possible linkage to activity 1.2.2 above)</p>	<p>NPM, International Coordination Consultant, National Consultants</p>	<p>11.00, 17.00</p>	<p>Included in the above</p>
<p>2.1.3 Assess monitoring and R&D capacity</p>	<p>NPM, International Coordination Consultant, National Consultants</p>	<p>11.00, 17.00</p>	<p>Included in the above</p>
<p>2.1.4 Assess opportunities for disposal of obsolete stocks and contaminated articles (based on the findings of activity 2.2.1 below)</p>	<p>NPM, International Coordination consultant, National Consultants</p>	<p>11.00, 17.00</p>	<p>Included in the above</p>
<p>Output total</p>		<p>38,600</p>	
<p>2.2.1 Collect and compile initial inventories of POPs stockpiles (i.e. separately for pesticide POPs, PCB and unintentional by-product Pops sources), articles in use containing POPs as well as POPs containing waste and contaminated sites. The inventories will be subject to proper consultation and validation and include data on production, distribution, releases, use, import and export of POPs where applicable. Possible illegal use of POPs will be assessed. Chemicals and soil will be sampled for determining possible POPs content.</p>	<p>International Consultants Subcontracts</p>	<p>11.02, 11.03 1 11.04 22.04</p>	<p>33,000 48,000</p>
<p>2.2.2 Compile POPs inventories in an electronic form and compatible user-friendly databases in English and Farsi through competent private sector companies.</p>	<p>3xData Entry Assistants + Programming subcontracts</p>	<p>17.11, 17.12 & 17.13 20.02</p>	<p>4,400 8,000</p>
<p>2.2.3 Review the POPs database and control quality</p>			

	<i>Miscellaneous Non-expendable Equipment 3 x Sub-task Coordination Consultant Travel & Subsistence</i>	45.01 17.04, 17.05 &17.06 16.01 &16.02	70,000 20,900 10,000
Output total			194,300
Total for year 1			372,300

Intended outputs for year 2:

- 3.1 Agreed country objectives and priorities for POPs and POPs elimination and reduction.
- 3.2 Draft National Implementation Plan (NIP)
- 4. Final National Implementation Plan integrating views from government and other stakeholders for meeting country obligations under the Convention..

WORKPLAN FOR YEAR 2

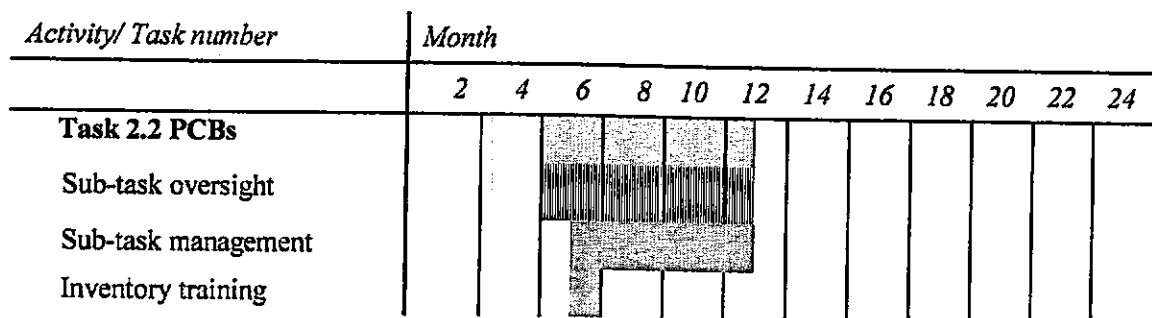
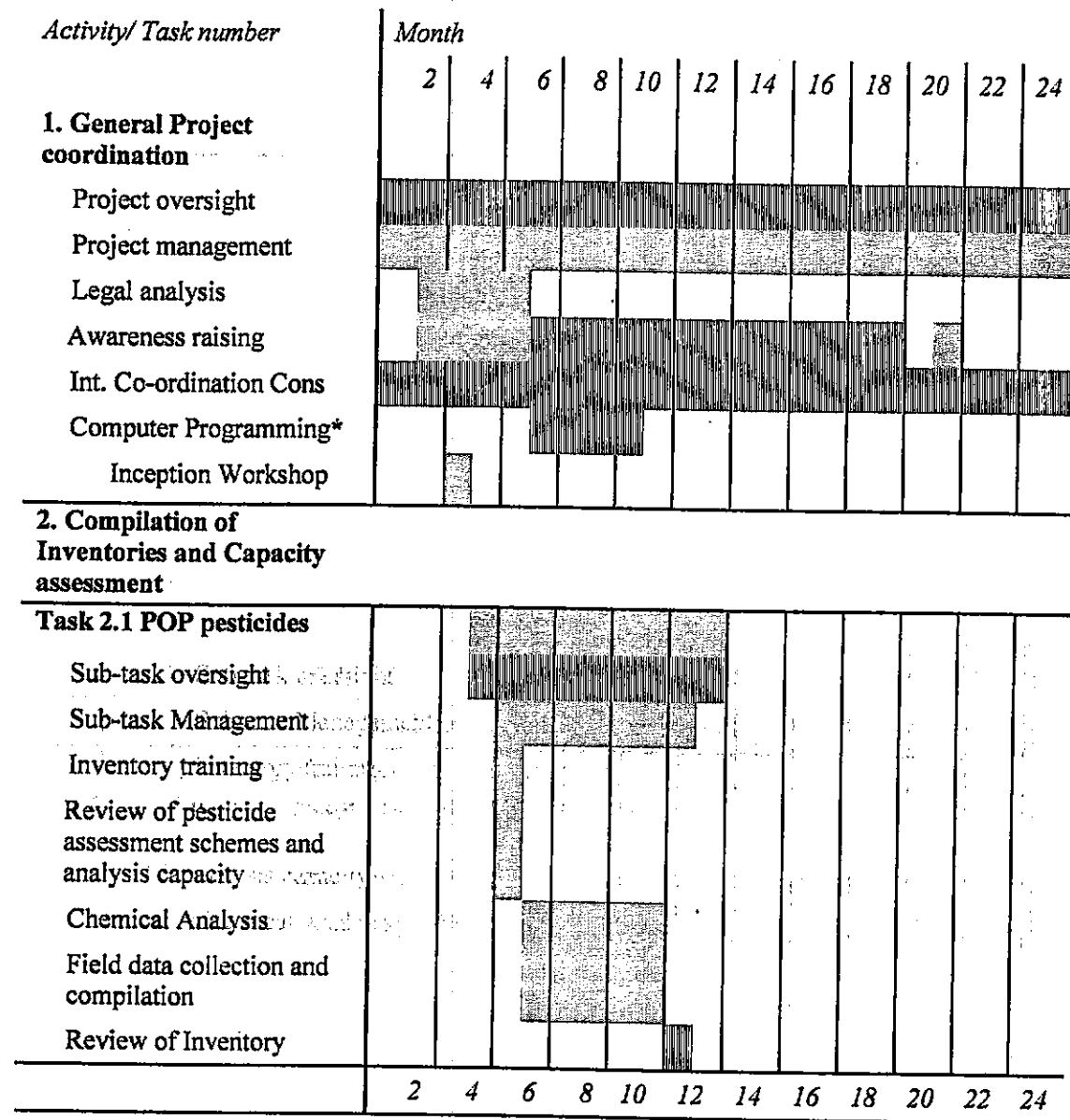
ACTIVITY DESCRIPTION	INPUTS DESCRIPTION	BUDGET LINE	BUDGET
3.1.1 Develop criteria for prioritisation, taking into account health, environmental and socio-economic impacts and availability of alternative solutions and determine national objectives and priorities in relation to POPs issues	International Prioritization Consultant, Task Manager	11.05 17.07	33,000 10,400
3.1.2 Assess the need for introduction of technologies, including technology transfer and possibilities of developing indigenous alternatives	Other Training	32.05	5,000
3.1.3 Organise and hold national priorities validation workshop (Task Manager)	National Consultant	17.08, 17.09	6,600
3.1.4 Based on POPs inventories and international and local experiences, identify several management options for each category, including phasing-out and risk reduction strategies	National Consultant	17.10	3,300
3.1.5 Based on the findings of 3.1.4, assess the costs and benefits as well as other socio-economic consequences of management options and societal costs for no action			
Output total			58,300
3.2.1 Develop a detailed implementation plan, including an action plan for un-intentional by-products, PCBs and pesticide POPs		52.01	3,300
3.2.2 Prepare a costing report in relation to implementing the NIP and assess possible sources of international and local funding			
3.2.3 Expert review of the draft NIP			
3.2.4 Prepare initial funding request package for implementation, including cost estimates and incremental costs	International Coordination Consultant		Included in the above

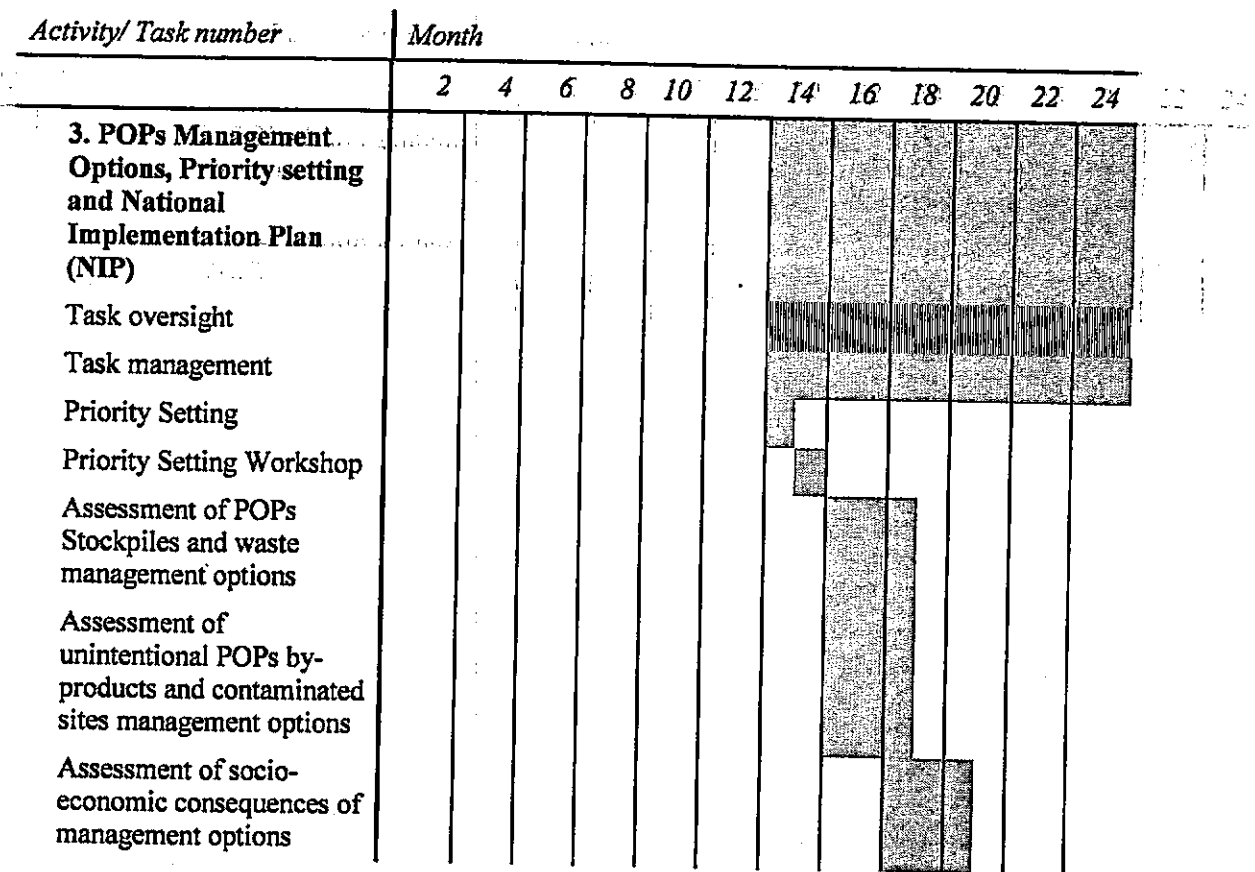
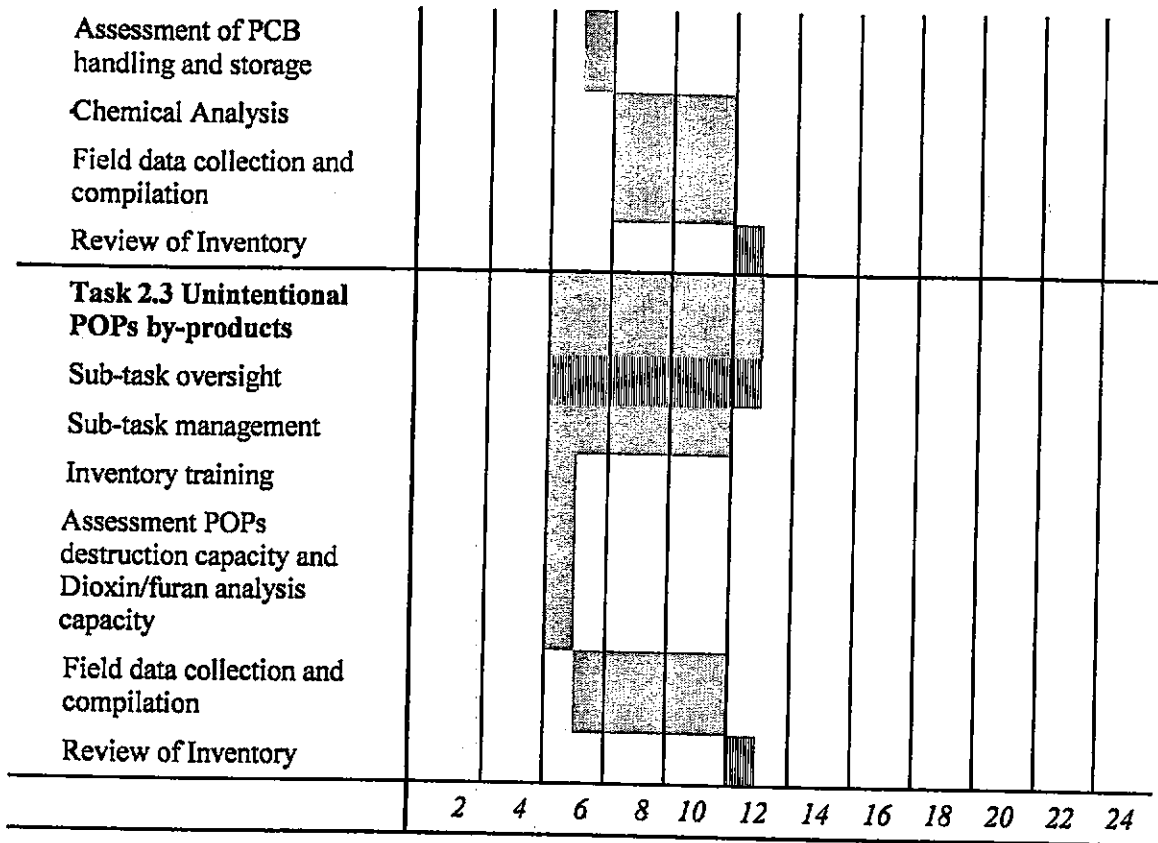
3.2.5 Conduct preliminary discussions on funding possibilities					
Output total					5,000
4.1. Conduct POPs NIP Workshop.					11,600
4.2. Obtain endorsement of the Stockholm Convention Focal Point for the NIP.				32.06	15,000
4.3. Publish and widely disseminate the National Implementation Plan.				52.02	3,000
4.4. Submit National Implementation Plan to the Stockholm Convention Secretariat through POPs Focal Point.					
Output total					4,000
Total for year 2					5,500
Other Expenditure Categories:					27,500
					97,400
				15.01	10,000
				52.04	10,318
				52.03	5882
Total GEF Co-financing					495,900

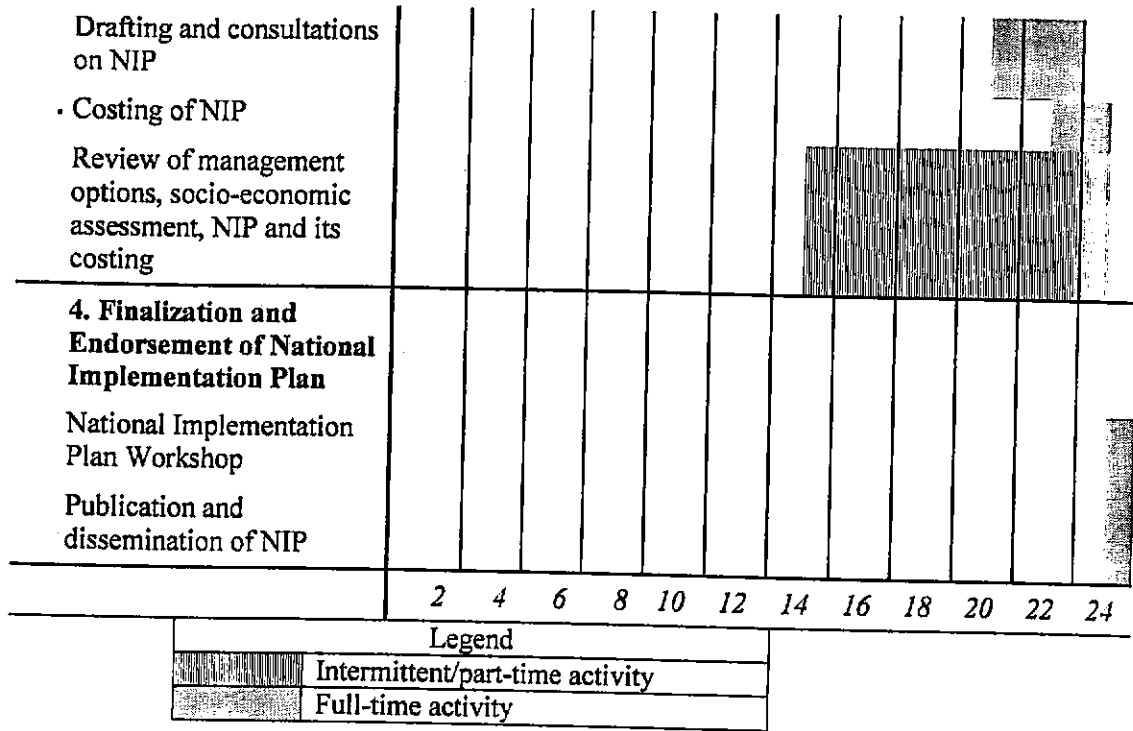
A break down of project budget (including the Government's in-kind contribution) according to the proposed tasks and sub-tasks is presented in Annex III. Also a UNDP budget is shown in Annex IV.

Project Implementation Plan

Enabling activities project will last 24 months and its four intended tasks would be carried out according to the following work plan:







* Relates to activities listed under task 2

Signature page

Project title: **Iran - POPs Enabling Activity: Preparation of the POPs National Implementation Plan under the Stockholm Convention**

Project number: **IRA/02/G31**

Executing Agency: **Ministry of Foreign Affairs (MFA)**

Implementing Agency: **Department of Environment (DOE)**

Total Budget: **US \$ 495,900**

Source of Fund: **GEF**

Project Site: **Tehran**

Estimated Starting Date: **15 /06/003**

Estimated End Date: **15/06/2005**

LPAC Approval: **8 August 2002**

On behalf of _____ Signature & Date _____ Name/Title _____

Ministry of Foreign Affairs
Islamic Republic of Iran

for
Ambassador S.R. Tabatabaei Shafiei
MFA's Director for Chemical Safety

UNDP

R. Lyons
8 June 2003

Frederick Lyons
Mr. Frederick Lyons
UN Resident Coordinator and
UNDP Resident Representative

Annex I. Duties and Responsibilities

Task 1 General project coordination, legal assessment and awareness raising

National Project Director

The overall responsibility for the execution of the POPs Enabling Activity project lies with the National Project Director (NPD). This post will be financed through Government cost sharing. The designated official will be appointed by the Ministry of Foreign Affairs. The NPD will have financial authority within the tasks and subtasks as per UNDP guidelines in force in Iran. S/he will serve as the Chair of the Project Steering Committee (PSC). He/she must devote enough time to supervise over the course of project implementation. The NPD's terms of reference include:

1. Acting as the focal point and responsible party for the project in the Government executing agency;
2. Ensuring that all Government inputs committed to the project are available to the project in a timely manner;
3. Appointing the National Project Manager (NPM) in consultation with UNDP and identifying the project office/site, if necessary;
4. Ensuring that the project office is empowered to implement the project;
5. Resolving implementation problems, as necessary;
6. Approving candidates for project expert and consultant positions;
7. Supervising the work of the project office;
8. Signing financial and other correspondence according to the procedures of UNDP requirements, including requests for advance/direct payments, financial report, Combined Delivery Reports, annual/quarterly reports, transfer of title of equipment, etc.;
9. Bearing responsibility/accountability of advance funds received and prepare quarterly financial reports and work plans for endorsement by SC and further provision to UNDP;
10. Representing the Ministry of Foreign Affairs in the SC meetings and other programme review forums as well as any other project official meetings;
11. Taking responsibility for the project activities and coordination of these activities with other involved government/non-government organization; and
12. Ensuring the timely delivery of all outputs under the project.

National Project Manager

A National Project Manager (NPM) will be recruited by the MFA in consultation with UNDP for the entire implementation period of the Enabling Activity project. Under the overall supervision of the National Project Director, the NPM is responsible for the timely implementation of the workplan as

endorsed by the PSC. S/he will be responsible for general and financial administration, progress reporting, monitoring and the quality control of inputs from consultants and subcontractors providing assistance to the project. Except for occasions, when his/her performance may be evaluated by the PSC, s/he will attend the meetings of the PSC and provide administrative support to the PSC in a non-voting capacity. More specifically, the project manager will discharge the following functions:

1. In general, operational management of the production of project outputs according to the project document and the procedures in the UNDP "NEX Guidelines";
2. Selection through a competitive process, and recommendation to NPD for recruitment and also supervision of national/international consultants and project personnel;
3. In collaboration with the UNDP country office, ensuring that all implementation arrangements are carried out in a smooth manner;
4. Initiation of mobilization of all project inputs, in line with UNDP "NEX Guidelines";
5. Preparation and updating of the project work plans in collaboration with the UNDP office and close liaison with project site;
6. Organization and management of project activities according to the work plan in order to produce the outputs;
7. Ensuring timely preparation and submission of financial reports and settlement of advances;
8. Coordination and supervision of project technical personnel;
9. Timely preparation and submission of the Annual Progress Report (APR) and any other necessary reports and assurance that reports prepared by project personnel or participants are prepared as required;
10. Reporting to the NPD on a regular basis;
11. Acting as the Secretary of the Steering Committee and arranging its meetings; and
12. Identification and resolution of implementation problems, with the guidance of the NPD.

The National Project Manager will also make an assessment of the institutional set-up in Iran concerning chemical safety and management and the inter-linkages between the institutions. This report, including recommendations for improvements, will be submitted to the Project Steering Committee for consideration and possible action.

The NPM will compile a database on POPs experts in Iran. This database shall be regularly updated and consulted when new consultants are recruited.

Qualifications

At least graduate, and preferably post-graduate, qualification related to POPs and full understanding of the POPs situation in the country;

Several years of experience working on international assistance projects is essential, preferably working on UNDP projects;

Good English skills (fluent written and spoken English is required).

Knowledge of GEF rules and procedures is preferred.

Assistant National Project Manager

The Assistant Project Manager will be recruited by the MFA in consultation with UNDP. Reporting to the NPM, he/she will work full-time assisting the National Project Manager on management of Finance and Administration matters. The incumbent would probably have an accounting/finance background and is well versed in the use of microcomputers and in particular familiar with Accounting and spreadsheet packages applications. The requirement for fluent written and spoken English is stringent. Based in Tehran, but with the requirement for occasional travel to each project area, the Assistant Project Manager's responsibilities will include assisting the National Project Manager on the following activities:

1. Management of project inputs including personnel, contracts, training and equipment according to project work plan and approved budget.
2. Managing project resources to achieve the expected results and planning financial disbursements in accordance with the agreed quarterly work plan.
3. If an "Advance of funds" modality is adopted, justifying the quarterly expenditures made from the advance of funds in order to receive further quarterly allocations from UNDP.
4. In relation to 3) above, keeping an accurate track of expenditure and recording transactions in an accounting system.
5. Helping in compilation and completion of a signed Financial Report (which contains both a justification of previous expenditure and a request for new funds).
6. Assisting the NPM in preparing for routine monitoring exercises as required by UNDP.

The Assistant Project Manager will be subject to an assessment of his/her performance by the National Project Manager, who will report on such assessment at periodic meetings of the Steering Committee.

Legal Expert

The Legal Expert will assess all relevant legal provisions in force in Iran pertaining to chemical safety, import/export, waste and releases. The Legal Expert will make an analysis of the provisions in force against the requirements of the Stockholm Convention and submit a report on the legal modifications needed for compliance.

Awareness Specialist

The Awareness Specialist will assess the available information on chemical safety, especially health and environmental risk information, in particular concerning the POPs. This assessment should include, but not be limited to, information dissemination from government and educational institutions as well as private industry associations and NGOs. Based on the assessment, the Awareness Specialist will design suitable information material and plan their dissemination targeted to key stakeholders such as decision-makers, main users, educational institutions and the general public.

Later during project implementation, the Awareness Specialist will contribute to the drafting of the National Implementation Plan by developing a national communication strategy for information exchange, education and awareness raising, taking into account risk perception of POPs by the general public.

International Co-ordination Consultant

The International Co-ordination Consultant will provide expert assistance on all aspects of the implementation of the POPs Enabling Activity project to the DoE. The main responsibility is to provide advice to the Government, the NPD and the NPM on POPs and chemical safety issues. The International Co-ordination Consultant will make a capacity building need assessment for the project implementation. The International Co-ordination Consultant will further make an assessment of the chemical hazard and risk assessment schemes in Iran and make a need assessment and assist in implementing the changes.

The International Co-ordination Consultant will be assisting in selection and quality control of the national and international consultancy inputs including, drafting of Terms of References and reviewing of all project reports. The International Co-ordination Consultant is expected to provide comments and inputs especially on the activities within Tasks 3 and 4.

Sub-Task 1.1 Awareness subcontracts

Based on the analysis and plans made by the Awareness specialist, the information on chemicals safety will be disseminated. This will be done through media companies and government entities such as Ministry of Health. Every effort should be made to integrate the national communication campaign into ongoing activities of the organizations/institutions. It is foreseen that a part of the resources will be used for targeted mass media awareness raising.

Task 2 Compilation of Initial Inventories and Capacity Assessment

Sub-Task 2.1 Computer programming subcontracts

The POPs inventories will be compiled in an electronic form. Subcontracts for creating suitable and compatible user-friendly databases in Farsi and English will be awarded to private sector companies. These databases will be tailored to the needs and made available for implementation of different sub-tasks of task 2.

POPs pesticide use, stockpile, waste and contaminated site inventory

This task will be implemented by the Plant Protection Organization, Ministry of Jihad-e-Agriculture.

Sub-task leader

MoJA will provide a sub-task leader from its staff. S/he will be responsible for the timely implementation of the sub-task and ensuring that arrangements within MoJA are followed-up. In particular, s/he will ensure that action is taken for availing MoJA's field staff for the surveying the pesticide POPs situation in the country and that proper consultation and validation of the data, is carried out with all stakeholders when the initial inventory is compiled.

Sub-task co-ordination consultant

A Sub-task co-ordination consultant will be provided to the MoJA for the day-to day management of the pesticide POPs survey (stockpiles, wastes, contaminated sites), including financial administration and compilation of raw data into databases. The co-ordination consultant is responsible for arrangement of the training workshop and of monitoring and reporting of the activities of the above activities.

International inventory consultant

The international inventory consultant will be responsible for training the staff of MoJA and MoH on the collection and compilation of the pesticide POPs inventory. The international inventory consultant will further make an assessment of the laboratory analysis capacity and possible recommendations for their improvement in the country. The international inventory consultant will further review the pesticide POPs database and report when it is compiled for quality control purposes.

Chemist

MoJA will provide the services of a chemist for supervising the pesticide POPs sampling and analyzing including contaminated sites. The chemist will assist in systemizing the data and compiling of the pesticide POPs inventory.

PCB use, stockpile, waste and contaminated site inventory

This task will be implemented by the Department of Environment in close co-operation with Ministry of Energy, Ministry of Oil and Ministry of Industries and Mines.

Sub-task leader

DoE will provide a sub-task leader from its staff. S/he will be responsible for the timely implementation of the sub-task and ensuring that arrangements within DoE are followed-up. In particular, s/he will ensure that action is taken for availing DoE's field staff for the surveying the PCB situation in the country and that proper consultation and validation of the data, is carried out with all stakeholders when the initial inventory is compiled.

Sub-task co-ordination consultant

A Sub-task co-ordination consultant will be provided to the DoE for the day-to-day management of the PCB POPs survey (stockpiles, wastes, contaminated sites), including financial administration and compilation of raw data into databases. The co-ordination consultant is responsible for arrangement of the training workshop and of monitoring and reporting of the aforementioned activities. The co-ordination consultant will be particularly responsible for obtaining data on PCBs from other sources than power distributors, which may or may not have been discontinued.

International/national inventory consultant

The international inventory consultant will be responsible for training the staff of Ministry of Energy, Ministry of Oil and Ministry of Industry and Mines on identification of PCB containing equipment, collection and compilation of data on PCBs. The international inventory consultant will further make an assessment of the handling, storage and disposal options for PCBs as well as the laboratory capacity for identification and analyzing PCBs in Iran.

The consultant will further make an assessment of the analysis capacity of suspected POPs soil samples and overall POPs monitoring and R&D capacity in country. The international inventory consultant will also review the PCB POPs database and report when it is compiled for quality control purposes.

Chemist

DoE will provide the services of a chemist for supervising the PCB POPs sampling and analyzing including contaminated sites. The chemist will assist in systemizing the data and compiling it into the POPs inventory.

Unintentional by-product POPs source inventory

This task will be implemented by the Ministry of Industries and Mines.

Sub-task leader

Ministry of Industries and Mines (MoIM) will provide a sub-task leader from its staff. S/he will be responsible for the timely implementation of the sub-task and ensuring that arrangements within MoIM are followed-up. In particular, s/he will ensure that action is taken for availing MoIM's field staff for the surveying of unintentional by-product POP sources in the country and that proper consultation and validation of the data is carried out with all stakeholders when the initial inventory is compiled.

Sub-task co-ordination consultant

A Sub-task co-ordination consultant will be provided to the MoIM for the day-to day management of the unintentional by-product POP sources survey, including financial administration and compilation of raw data into databases. The co-ordination consultant is responsible for arrangement of the training workshop and the monitoring and reporting of the activities of the sub-task.

International inventory consultant

The international inventory consultant will be responsible for training the MoIM staff on unintentional by-product POP sources and the internationally recognized conversion factors. The international inventory consultant will further make an assessment of the handling, storage and disposal options for POPs (excluding PCBs) and analyze capacity of dioxins and furans in Iran or sub/regionally. The international inventory consultant will further review the unintentional by-product POPs database and report when it is compiled for quality control purposes.

Task 3. Priority setting, POPs Management Options and National Implementation Plan (NIP)

Task leader

DoE will provide a sub-task leader from its staff. S/he will be responsible for the timely implementation of the sub-task. The task leader will be responsible for proper co-ordination within the Government establishment for consultation on the priority setting criteria and preference for the management options, as well as during the formulation of the NIP, among the various regulatory entities. He will further consult relevant government and aid agencies on possible funding for implementing the NIP.

Task manager

A Task Manager will be provided to the DoE for the day-to day management of Task 3, including financial administration. The Task Manager will organize the Priority Setting workshop and the National Implementation Plan Workshop. S/he will conduct, in consultation with the Task leader, preliminary discussions on funding possibilities for the NIP once data from the assessment of task 3.9. becomes available. The co-ordination consultant is responsible of monitoring and reporting of the activities of the sub-task. S/He will further develop project proposals in the area of POPs.

International Priority Setting and Management Options consultant

The international consultant will provide training on international approaches to chemical management priority setting to DoE and other interested organizations as well as consultants assigned under Task 3. The consultant will prepare draft priority setting criteria for POPs in Iran and present these at the Priority Setting Workshop.

The consultant will also impart training on POPs chemical management options including socio-economic considerations and cost-benefit analyses to DOE and other interested organizations as well as consultants assigned under Task 3. The consultant will work in close consultation with national consultants under tasks 3.5, 3.6 and 3.7 in order to give technical advice and ensure quality output under these subtasks.

A thorough assessment of the need for introduction of technologies, including technology transfer and possibilities of developing indigenous alternatives shall be made by the consultants recruited under this task.

POPs stockpiles and wastes management options consultants

The consultant will use the POPs inventory as starting point for the development of management options for the POP stockpiles and wastes including contaminated articles. S/he will review experiences internationally and locally vis-à-vis the different management options to deal with POPs stockpiles and wastes identified in Iran and make recommendations on the most suitable options from a technical standpoint. Several management options should be developed for each category with national regional and inter-regional solutions. A special emphasis will be put on the most prominent problems as identified in the inventory.

POPs unintentional by-products and contaminated sites management options consultant

The consultant will use the POPs inventory as starting point for the development of management options for the POP Unintentional by-products and contaminated sites. The consultant will review experiences internationally and locally on the different management options on the POPs stockpiles and contaminated sites identified in Iran and make recommendations on the most suitable options from a technical point of view. Several management options should be developed for each category with a special emphasis on the most prominent problems as identified in the inventory.

Socio-economic consequences consultant

The consultant will use the management options reports from tasks 3.5 and 3.6 and make an assessment including costs and benefits for the most technically feasible management options. The assessment shall include high and low cost options as well as the societal costs for no action. Further issues pertaining to cultural acceptability of the management options shall also be assessed.

Sub-Task 3.1 Draft National Implementation Plan

Based on the extent of the POPs problem, the different management options and their respective costs and benefits, a draft National Implementation Plan for the implementation of the Stockholm Convention on Persistent Organic Pollutants will be developed. The NIP shall provide all information as required by the Stockholm Convention and guidelines issued on this. In this process, due consideration shall be given to proper and timely consultation on the preferred options/timelines by concerned parties.

Sub-Task 3.2 Costing and funding request for implementation of the NIP

As sections of the National Implementation Plan become available, the consultant recruited for this task will prepare a costing report in relation to implementing the NIP. S/he will make an assessment of possible sources for funding both locally and internationally. The consultant shall assist the Task leader and Task Manager in discussions with various sources on possible funding for the implementation of the NIP.

Task 4. Finalization and Endorsement of the National Implementation Plan

Sub-Task 4.1 National Implementation Plan Workshop

A two-day workshop discussing and agreeing on a National Implementation Plan for POPs in Iran will be held. The organization of this workshop will be responsibility of the Task manager for task 3.

International NIP Facilitators

International consultants and/or representatives of international organizations with experience of POPs NIPs will be invited to the National Implementation Plan Workshop as resource persons. These resource persons should make presentations of experiences of NIPs and their implementation preferably in countries similar to Iran.

Annex II. Standard Text

Supplemental Provisions to the Project Document: The Legal Context:

General Responsibilities of the Executing Agency, Ministry of Foreign Affairs (MFA) and UNDP:

1. All phases and aspects of UNDP assistance to this project shall be governed by and carried out in accordance with the relevant and applicable resolutions and decisions of the competent United Nations organs and in accordance with UNDP's policies and procedures for such projects, and subject to the requirements of the UNDP Monitoring, Evaluation and Reporting system.
2. MFA shall remain responsible for this UNDP assisted development project and the realization of its objectives as described in this Project Document.
3. MFA shall provide to the project the national counterpart personnel, training facilities, land, buildings, equipment and other required services and facilities.
4. The UNDP undertakes to complement and supplement the MFA participation and will provide, through the international service provider, the required expert services, training, equipment and other services within the funds available to the project.
5. Upon commencement of the project, MFA shall assume primary responsibility for project execution and shall have the status of an independent contractor for this purpose. However, that primary responsibility shall be exercised in consultation with UNDP. Arrangements to this effect shall be stipulated in the Project Document as well as for the transfer of this responsibility to MFA or to an entity designated by MFA during the execution of the project.
6. Part of MFA's participation may take the form of MFA cash contribution to UNDP. In such cases, the Executing Agency will provide the related services and facilities and will account annually to the UNDP and to MFA for the expenditure incurred.

(a) Participation of the MFA

1. MFA shall provide to the project the services, equipment and facilities in the quantities and at the time specified in the Project Document budgetary provision, either in kind or in cash; for MFA's participation so specified shall be set forth in the Project Budget.
2. MFA shall assign a National Project Director for the project on a full-time basis. He/she shall carry out such responsibilities in the project as are assigned.
3. The estimated cost of items included in MFA's contribution, as detailed in the Project Budget, shall be based on the best information available at the time of drafting the project proposal. It is understood that price fluctuations during the period of execution of the project may necessitate an adjustment of said contribution in monetary terms; the latter shall at all times be determined by the value of the services, equipment and facilities required for the proper execution of the project.
4. Within the given number of man-months of personnel services described in the Project Document, minor adjustments of individual assignments of project personnel provided by the MFA may be made by the MFA in consultation with the Executing Agency, if this is found to be in the best interest of the project. UNDP shall be so informed in all instances where such minor adjustments involve financial implications.

5. MFA shall continue to pay the local salaries and appropriate allowances of national counterpart personnel.
6. MFA shall defray any customs duties and other charges related to the clearance of project equipment, its transportation, handling, storage and related expenses within the country.
7. MFA shall make available to the project--subject to existing security provisions--any published and unpublished reports, maps, records and other data, which are considered necessary to the implementation of the project.
8. Patent rights, copyright rights and other similar rights to any discoveries or work resulting from UNDP assistance in respect of this project shall belong to the UNDP. Unless otherwise agreed by the Parties in each case, however, MFA shall have the right to use any such discoveries or work within the country free of royalty and any charge of similar nature.

(b) Participation of the UNDP and the Executing Agency

1. The UNDP shall provide to the project through the international service provider the services, equipment and facilities described in the Project Document. Budgetary provision for the UNDP contribution as specified shall be set forth in the Project Budget.
2. The Executing Agency shall consult with MFA and UNDP on the candidature of the National Project Director who, under the direction of the Executing Agency, will be responsible in the country for the Executing Agency's participation in the project. The Project Director shall supervise the experts and other agency personnel assigned to the project, and the on-the-job training of national counterpart personnel. He/she shall be responsible for the management and efficient utilization of all UNDP-financed inputs, including equipment provided to the project.
3. The Executing Agency, in consultation with MFA and UNDP, shall assign professionally qualified and experienced staff and other personnel to the project as specified in the Project.
4. Fellowships shall be administered in accordance with the fellowship regulations of the Executing Agency.
5. The Executing Agency may, in agreement with MFA and UNDP, execute part or the entire project by subcontract. The selection of subcontractors shall be made, after consultation with the MFA and UNDP, in accordance with the Executing Agency's procedures.
6. All material, equipment and supplies which are purchased from UNDP resources will be used exclusively for the execution of the project, and will remain the property of the UNDP in whose name it will be held by the Executing Agency. Equipment supplied by the UNDP shall be marked with the insignia of the UNDP and of the Executing Agency.
7. Arrangements may be made, if necessary, for the temporary transfer of custody of equipment to local authorities during the life of the project, without prejudice to the final transfer.
8. Prior to completion of UNDP assistance to the project, the MFA, the UNDP and the Executing Agency shall consult as to the disposition of all project equipment provided by the UNDP. Title of such equipment shall normally be transferred to MFA or to an entity nominated by MFA, when it is required for continued operation of the project or for activities following directly therefrom. The UNDP may, however, at its discretion, retain title to part or all of such equipment.

9. At an agreed time after the completion of UNDP assistance to the project, MFA and the UNDP, and if necessary the Executing Agency, shall review the activities continuing from or consequent upon the project with a view to evaluating its results.
10. UNDP may release information relating to any investment oriented project to potential investors, unless and until MFA has requested the UNDP in writing to restrict the release of information relating to such project.

Rights, Facilities, Privileges and Immunities

1. In accordance with the Agreement concluded by the United Nations Development Programme (UNDP) and MFA concerning the provision of assistance by UNDP, the personnel of UNDP and other United Nations Organizations associated with the project shall be accorded rights, facilities, privileges and immunities specified in said Agreement.
2. All personnel of the Executing Agency's contractors shall enjoy inviolability for all papers and documents relating to the project.
3. MFA shall either exempt from or bear the cost of any taxes, duties, fees or levies which it may impose on any firm or organization which may be retained by the Executing Agency and on the personnel of any such firm or organization, except for nationals of the host country employed locally, in respect of:
 - (a) The salaries or wages earned by such personnel in the execution of the project;
 - (b) Equipment, materials and supplies brought into the country for the purposes of the project or which, after having been brought into the country, may be subsequently withdrawn there from;
 - (c) Any substantial quantities of equipment, materials and supplies obtained locally for the execution of the project, such as, for example, petrol and spare parts for the operation and maintenance of equipment mentioned under (b), above, with the provision that the types and approximate quantities to be exempted and relevant procedures to be followed shall be agreed upon with MFA and, as appropriate, recorded in the Project Document; and
4. Within the bounds of its authority and national rules and regulations of I.R. Iran, MFA shall ensure:
 - (a) Prompt clearance of experts and other persons performing services in respect of this project;
 - (b) The prompt release from customs of:
 - i} equipment, materials and supplies required in connection with this project; and
 - ii} Property belonging to and intended for the personal use or consumption of the personnel of the UNDP, its Executing Agencies, or other persons performing services on their behalf in respect of this project, except for locally recruited personnel.
5. The privileges and immunities referred to in the paragraphs above, to which such firm or organization and its personnel may be entitled, in its opinion or in the opinion of the UNDP, the

immunity would impede the course of justice and can be waived without prejudice to the successful completion of the project or to the interest of the UNDP or the Executing Agency.

6. The Executing Agency shall provide MFA, through the Resident Representative, with the list of personnel to whom the privileges and immunities enumerated above shall apply.
7. Nothing in this Project Document or Annex shall be construed to limit the rights, facilities, privileges or immunities conferred in any other instrument upon any person, natural or juridical, referred to hereunder.

Suspension or Termination of Assistance

1. In full consultation with the GEF Operational Focal Point, UNDP may, by written notice to MFA, suspend its assistance to the project if, in the judgment of the UNDP any circumstance arises which interferes with or threatens to interfere with the successful completion of the project or the accomplishment of its purposes. UNDP may, by written notice of at least 14 days, indicate the conditions under which it is prepared to resume its assistance to the project. Any such suspension shall continue until such time as such conditions are accepted by MFA and as UNDP shall give written notice to the MFA that it is prepared to resume its assistance.
2. If any situation referred to in paragraph 1, above, shall continue for a period of fourteen days (14) after notice thereof and of suspension shall have been given by the UNDP to MFA, then at any time thereafter during the continuance thereof, UNDP may by written notice to MFA terminate the project.
3. The provisions of this paragraph shall be without prejudice to any other rights or remedies the UNDP may have in the circumstances, whether under general principles of law or otherwise.

Annex III. Budget break down based on intended tasks and sub-tasks.

Enabling Activity Project Budget		in US\$ or equivalent				
Task 1. General project coordination, legal assessment and awareness raising						
Task nr	Task	Unit Cost	Number of units	Total	GEF Funding	Government Funding in kind
1.1	National Project Director	1500	12	18000		18000
1.2	Project Manager	1200	24	28800	28800	
1.3	Legal Expert	1000	4	4000	4000	
1.4	Awareness Specialist	800	8	6400	6400	
1.5	International Co-ordination Consultant	11000	2	22000	22000	
1.6	Assistant National Project Manager	500	24	12000	12000	
1.7	Secretary	300	24	7200	7200	
1.8	Awareness Material & Subcontracts	12000	3	36000	36000	
1.9	Office Space	1000	24	24000		24000
1.10	Communication			15000		15000
1.11	Operation and Maintenance			5000	5000	
1.12	Travel + Subsistence			6000	6000	
1.13	Inception Workshop	100	70	7000	7000	
1.14	Office supplies			4000	4000	
1.15	Office Equipment			14000	14000	
<i>Sub-total for Task 1.</i>				209,400	152,400	57,000
Task 2.0 Compilation of Initial Inventories and capacity assessment						
Task nr	Task	Cost	Nr units	Total	GEF	Government
2.0.0	Computer Programming Subcontracts	8000	1	8000	8000	
<i>Sub-total for sub-task 2.0</i>				8,000	8,000	
2.1 POPs Pesticide						
2.1.1	Sub-task leader	1400	4	5600		5600
2.1.2	Sub-task co-ordination consultant	1100	7	7700	7700	
2.1.3	International inventory consultant	11000	1	11000	11000	
2.1.4	Chemist	900	3	2700		2700
2.1.5	Data entry assistant	400	4	1600	1600	
2.1.6	Travel + Subsistence			4000	4000	
2.1.7	Inventory compilation training workshops	100	400	29,600	29,600	
2.1.8	Field data collection	50	1000	30,000	30,000	
2.1.9	Analysis equipment			28000	28000	
<i>Sub-total for Task 2.1.</i>				120,200	111,900	8,300
2.2 PCB						
2.2.1	Sub-task leader	1400	3	4200		4200
2.2.2	Sub-task co-ordination consultant	1100	6	6600	6600	
2.2.3	International inventory consultant	11000	1	11000	11000	
2.2.4	Chemist	900	3	2700		2700
2.2.5	Data entry assistant	400	4	1600	1600	
2.2.6	Travel + Subsistence			4000	4000	
2.2.7	Inventory compilation training workshops	100	50	5000	5000	
2.2.8	Analysis equipment			28000	28000	
2.2.9	Field data collection	50	40	8000	8000	

<i>Sub-total for Task 2.2.</i>				71,100	64,200	6,900
2.3	Unintentional by-product inventory	Cost	Nr units	Total	GEF	Government
2.3.1	Sub-task leader	1400	3	4200		4200
2.3.2	Sub-task co-ordination consultant	1100	6	6600	6600	
2.3.3	International inventory consultant	11000	1	11000	11000	
2.3.5	Data entry assistant	400	3	1200	1200	
2.3.6	Inventory compilation training workshops	100	40	4000	4000	
2.3.7	Travel + Subsistence			4000	4000	
2.3.8	Field data collection	50	300	10,000	10,000	
<i>Sub-total for Task 2.3</i>				41,000	36,800	4,200
<i>Sub-total for Task 2</i>				240,300	220,900	19,400

Task 3. POPs Management Options, Priority setting and National Implementation Plan

Task nr	Task	Cost	Nr units	Total	GEF	Government
3.1	Task leader	1500	4	6000		6000
3.2	Task Manager	1300	8	10400	10400	
3.3	International Priority Setting and Management Option consultants (incl. NIP review)	11000	3	33000	33000	
3.4	Priority Setting workshop	100	50	5000	5000	
3.5	Waste & Stockpiles Management Options consultant	1100	3	3300	3300	
3.6	Unintentional by-products and contaminated sites Management Options consultant	1100	3	3300	3300	
3.7	Socio-economic consequences consultant	1100	3	3300	3300	
3.8	Drafting of National Implementation Plan	1100	3	3300	3300	
3.9	Preparation of costing and funding request	1100	3	3300	3300	
3.10	Travel + Subsistence			5000	5000	
<i>Sub-total for Task 3</i>				75,900	69,900	6,000

Task 4. Endorsement of National Implementation Plan (NIP)

Task nr	Task	Cost	Nr units	Total	GEF	Government
4.1	2 day NIP workshop	100	150	15000	15000	
4.2	International Resource persons for NIP ws	11000	0.5	5500	5500	
4.3	Publication and dissemination of NIP			3000	3000	
4.4	Travel + Subsistence			3000	3000	
<i>Sub-total for Task 4</i>				26,500	26,500	

Miscellaneous

Monitoring and Evaluation				10000	10000	
Advocacy				10318	10318	
Auditing				5882	5882	
Subtotal Miscellaneous				26,200	26,200	

Total budget for POPs Enabling Activity Project

Total	GEF	GoI
578,300	495,900	82,400

Annex IV. Requisite Monitoring Mechanisms

Policy on monitoring coverage

- (a) All UNDP-supported programmes and projects regardless of budget and duration must be monitored;
- (b) Monitoring is the responsibility of the designated institution since it is the entity responsible for the overall management of a programme or project;
- (c) Country offices must also undertake monitoring actions to ensure that programmes and projects supported by UNDP at the country level are implemented effectively and efficiently, and are achieving the desired results;
- (d) Operational units are responsible for undertaking the monitoring actions described in the present chapter for all programmes and projects.

Annual programme/project report (APR)

1. Definition and purposes.

The APR is an assessment of a particular programme or project during a given year by target groups, programme or project management, government and UNDP. It aims to:

- (a) Provide a rating and textual assessment of the progress of a programme or project in achieving expected results;
- (b) Present stakeholders' insights into issues affecting the implementation of a programme or project and their proposals for addressing those issues;
- (c) Serve as an input to any evaluation of the programme or project;
- (d) Be a source of inputs to the preparation of the annual and country reviews of the country cooperation framework.

2. Contents and structure.

The APR form is divided into three parts. Part I requests a numerical rating of programme or project relevance and performance as well as an overall rating of the programme or project. Part II asks for a textual assessment of the programme or project, focusing on major achievements, early evidence of success, issues and problems, recommendations and lessons learned. Part III consists of a summary table with two sections: one section reports on resources and expenditures and the other highlights progress toward achieving expected results. Annexes may be included as necessary to provide specific information in support of the rating and assessment indicated.

3. Procedures for preparing the APR.

The designated institution is responsible for preparing the APR. This preparation must be done in consultation with the stakeholders. Representation of stakeholders in terms of level (i.e., organization, individual) and number will be determined by the programme or project itself. The APR must be ready two weeks prior to the tripartite review (TPR). It may be completed and submitted to the country office at any time during the year.

4. Actions on the APR

The following actions are taken:

- (a) The designated institution submits the APR to the country office two weeks prior to the TPR. The country office circulates it to the TPR participants one week before the TPR meeting;
- (b) The representative of the designated institution presents the APR to the TPR, highlighting policy issues and recommendations for the decision of the participants. The representative also informs the participants of any agreement reached by stakeholders during the APR preparation process on how to resolve operational issues.

Tripartite review

1. Definition and purpose

A tripartite review is a policy-level meeting of the parties directly involved in a programme or project. It aims: to assess the progress of a programme or project based on the APR; and to take decisions on recommendations to improve the design and implementation of that programme or project in order to achieve the expected results.

2. Policy

A tripartite review must be held once a year. In exceptional circumstances, there may be more than one TPR during a year. A terminal tripartite review must be held towards the end of programme or project implementation.

3. Participants

The following parties participate in the TPR :

- (a) The Government: the national coordinating authority and other concerned departments;
- (b) UNDP;
- (c) The designated institution, whether the Government, a United Nations agency or any other agency;
- (d) Other main stakeholders, including other United Nations agencies and other donors, as deemed appropriate.

4. Overall responsibility.

The Resident Representative is responsible for organizing a tripartite review, in consultation with the Government and the designated institution, and for ensuring that decisions are taken on important issues.

5. Procedures

The procedures for a TPR are:

- (a) **Preparing the agenda.** The Resident Representative prepares the agenda, in consultation with the Government and the designated institution. The agenda must include the following topics:
 - i. Follow-up to previous tripartite review or evaluation of the programme or project;
 - ii. APR : assessment of the relevance, potential and actual achievement of results; issues and problems in design and implementation; conclusions; and recommendations;
 - iii. Decisions: management actions required, the parties responsible and the time-frame for implementing the actions;
 - iv. Work plan: progress expected before the next tripartite review, or, in the case of a terminal tripartite review, proposed follow-up to the programme or project, if any;
 - v. Need for

evaluation: a specific recommendation on whether an evaluation is needed and justifications for such a recommendation;

(b) Circulating documents. The Resident Representative circulates the following documents to the participants at least one week before the scheduled tripartite review.

i. Agenda;

ii. APR;

iii. Other relevant documents, e.g., evaluation report, outputs produced by the programme or project such as training material, research reports, etc;

(c) Proceedings. During the proceedings:

i. The senior Government representative presides over the TPR but may also designate the resident representative or the designated institution representative to do so;

ii. The TPR participants review the APR and other agenda items. If they decide not to accept the recommendations of the APR, an explanation of the basis for such decision must be reflected in the TPR report;

(d) Preparing the tripartite review report. The Resident Representative prepares the tripartite review report (TRR) and circulates it to the participants within two weeks of the TPR. The TRR must provide a succinct discussion of issues and problems, decisions taken, or in the case of a terminal TRR, any follow-up to the programme or project;

(e) Follow-up to the tripartite review. The designated institution ensures that the parties concerned implement decisions taken at the TPR.

Terminal report

1. Definition and purpose. The terminal report is an overall assessment of a programme or project by its stakeholders and is prepared towards programme or project completion. The APR for the final year serves as the terminal report. In addition to having the same purposes as the APR, the terminal report also aims to serve as a source of initial lessons from experience and to recommend follow-up activity when necessary.

2. Contents and structure. The terminal report form, like the APR, is divided into three parts - Part I for the numerical rating, Part II for the textual assessment of the programme or project, and Part III, consisting of a summary table with two sections (on resources and expenditures and progress towards expected results, respectively). However, Part II contains additional questions on potential impact, Sustainability and contribution to capacity development, and recommendations for follow-up.

3. Procedures for preparing the terminal report. Procedures for the preparation of the terminal report are the same as those for the APR.

4. Actions on the terminal report. Actions taken on the terminal report are the same as those for the APR, with the addition of the following:

(a) After the terminal tripartite review, the resident representative forwards the terminal report to the regional bureau concerned and to the Evaluation Office at headquarters;

(b) The regional bureau concerned reviews the terminal report and provides the country office with feedback on it. When required, it also decides on recommendations for follow-up. The regional bureau also uses the report as a source of lessons to improve future as well as ongoing programmes and projects;

(c) The Evaluation Office processes the terminal report to draw lessons learned from the experience of the programme or project, especially those that have the potential for broader application. It enters the information extracted from the terminal report in the database (i.e., CEDAB) to expand its

repository of information relating to the evaluation of UNDP programmes and projects. Through CEDAB, the Evaluation Office makes the information available to all UNDP offices.

Annex V. Financial Management & Reporting

This annex explains how to manage UNDP resources under national execution

Financial accountability

1. Sound financial management is an integral part of the process of achieving results through UNDP support. This includes adequate reporting to identify problems and adjust activities, budgets and inputs to be provided.

2. The designated institution is accountable for:

(a) Managing the UNDP resources allocated to the programme or project to achieve the expected results and planning financial disbursements, in accordance with the work plan and project document;

(b) Maintaining an up-to-date accounting system that contains records and controls to ensure the accuracy and reliability of financial information and reporting;

(c) Recording the receipt and disbursement of UNDP funds and verifying that disbursements do not exceed the available funds or the amount allocated to each approved budgetary category;

(d) Maintaining an inventory that records the acquisition and disposal of equipment.

3. The UNDP Resident Representative ensures that the UNDP country office has an internal control system that allows it to monitor effectively the financial activity of the programme or project and to support and monitor the progress towards achieving results.

4. There must always be an appropriate separation of committing and verifying functions.

Management of funds

1. The management of programme and project funds must be based on an updated work plan with a corresponding budget. It requires planning and close consultation between the partners involved. UNDP provides funds in accordance with progress towards achieving results.

2. The UNDP country office provides funds to the designated institution through advances of funds. The institution is then responsible for spending the funds as agreed in order to achieve the results.

3. The designated institution may request UNDP to pay such advances directly to contractors or other government entities undertaking programme or project activities in line with the work plan and budget. UNDP may also reimburse expenditures already incurred by the designated institution, provided that they are in accordance with the work plan and budget.

4. Advances and direct payments are made when there is continued progress towards the achievement of the expected results. The UNDP country office sets up a system enabling it to verify such progress in conjunction with releasing advances of funds.

5. When a United Nations agency undertakes programme or project activities on behalf of a designated institution, UNDP headquarters provide funds directly to the agency, in accordance with the schedule of advances in the letter of agreement between the designated institution and the United Nations agency.

6. The designated institution, the government coordinating authority and UNDP each monitor continuously the progress made and the disbursement of funds and take steps to prevent any problems. However, if progress is not made despite such monitoring, if mismanagement of funds is suspected or if reporting is inadequate, UNDP may withhold advances of funds while seeking a solution.

Advances of funds

1. The UNDP country office makes advances of funds to the designated institution only on receipt of a completed and signed financial report. The financial report contains both an explanation of previous expenditures and a request for a new advance.

2. The designated institution requests an advance of funds on the basis of the work plan and its corresponding budget. The request is documented in the financial report and specifies the cash required under two headings, as follows:

(a) **Outstanding obligations:** the costs of inputs that have been contracted for but for which payment has not yet been made. Only obligations that will be paid in the next period are included;

(b) **Planned expenditures:** the costs of new inputs that will be procured and paid for during the next period.

3. Advances of funds are normally made in the local currency. Any request for advances in currencies not available to the UNDP country office must be forwarded to the Treasury Section at UNDP headquarters.

4. Advances are made for a three-month period or less, depending on the needs of the programme or project. The frequency is agreed on between the designated institution and the UNDP country office at the outset of the programme or project.

5. The key steps in requesting and making an advance of funds are:

(a) The designated institution sends the request for the advance to the UNDP country office in the standard financial report format. To ensure efficient use of UNDP resources, the request must reflect a realistic forecast of expenditures for the next period, in line with the programme or project work plan;

(b) The UNDP country office verifies that resources are available and uses the work plan to verify that the amount requested does not exceed the expenditures that may reasonably be expected during the next period. It also verifies the use of funds for the previous period and whether progress is being made towards the achievement of the expected results;

(c) The UNDP country office pays the advance of funds into the programme or project bank account of the designated institution, and records the advance using the government interoffice voucher through the Financial Management Information System (FIM).

(d) The designated institution disburses funds against the advance and records the transactions in its accounting system;

(e) The designated institution prepares the financial report, showing the actual expenditures in each month of the period covered by the report. The designated institution makes the request for advance for the next period, repeating step (a).

6. Bank account. The designated institution operates a separate bank account in order to receive and disburse UNDP funds. Under national execution, where the government has confirmed in writing that local circumstances prohibit the opening of a separate bank account, the resident representative may approve the use of a consolidated central bank account, provided that the disbursement of UNDP funds can be easily traced and audited. Separate record keeping is mandatory, no matter what bank account arrangements are used.

7. Unused advances. At the end of a programme or project, the designated institution returns any unused advances to the UNDP country office. The funds are credited to the operating fund account through a UNDP-GOVT IOV.

8. Any interest earned on the programme or project bank account from the advances is recorded as miscellaneous income through the UNDP-GOVT IOV.

9. The following special procedures apply for projects with budgets of less than \$150,000 and a duration of less than one year:

(a) The UNDP country office may provide the advance of funds to the designated institution in a single installment at the start of the project. This disbursement is recorded as expenditure against the approved budget lines, through the UNDP-GOVT IOV;

(b) The designated institution must send a final financial report marked "Project previously expended on (date)" to the UNDP country office, showing the amount advanced and the expenditure by budget sub-line. Any significant changes from the original budget and remaining funds must be adjusted on the GOVT IOV.

Direct Payments

1. The designated institution may request UNDP to make direct payments to other parties for goods and services provided to the programme or project.

2. The designated institution may forward to the UNDP country office a standard form "Request for direct payment", duly completed and signed by the designated institution. The designated institution keeps original documents. The UNDP country office provides the relevant documentation (inter-office vouchers, disbursement vouchers, copies of cheques, and other documents) to the designated institution.

Recording and Authorizing Advances and Direct Payments through FIM

1. FIM is designed to facilitate the management and monitoring of project budgets, expenditure and financial reporting by UNDP country offices. The system provides information on the availability of funds and produces the Combined Delivery Reports (CDR). FIM also maintains requests for advances and direct payments and electronically transfers authorized payment requests to WINFOAS that generates the proper payment instruments.

2. To verify that sufficient funds are available prior to making payments, and to ensure the validity, consistency and integrity of financial data processed through FIM and WINFOAS, the following internal controls must be put in place:

(i) The staff who record and authorize payments through FIM must be different from the staff who operates WINFOAS.

(ii) The committing and verifying officers must ensure that all payments to or on behalf of a NEX project and/or NGO execution project and charged to UNDP-GOVT IOV are supported by a request form approved by the designated institution.

Financial reporting. The three main reports are:

- (a) The financial report;
- (b) The combined delivery report;
- (c) The expenditure statement from United Nations agencies (also called project delivery reports or expenditure reports).

1. The financial report

(a) The financial report is prepared by the designated institution in order to:

Record the expenditures in the current period against the advance of funds received; an advance of funds for the next period in line with the programme or project work plan and corresponding budget.

(b) The designated institution must submit the financial report to the UNDP country office each time a request for advance is made. The review of the financial report should be linked to the substantive reporting on progress towards results and to monitoring;

(c) The key steps in processing a financial report are: i. The designated institution sends a signed financial report to the UNDP country office no later than 15 days after the end of the period covered by the last advance; ii. The programme officer in the UNDP country office reviews the financial report, verifies that resources are available and uses the work plan to verify that the amount requested does not exceed the expenditures that may reasonably be expected during the next period. The officer also verifies the use of funds for the previous period and whether progress is being made towards the achievement of the expected results; iii. The UNDP country office records the expenditures into the FIM and uses the financial report to prepare the combined delivery report; iv. For the final period of the programme or project, the designated institution certifies "FINAL" on the financial report.

(d) UNDP considers any funds transferred by the designated institution to its contractors as expenditures, which are consequently recorded against the appropriate budget sub-lines.

(e) If there are errors in the financial report, the designated institution makes corrections in consultation with the UNDP country office. The UNDP country office must follow-up with the designated institution if the financial report has not been received 15 days after the end of the period or if the institution reports no expenditures against the advance. In such cases, the country office must promptly examine any problems with reporting, disbursement or accounting, and propose measures to overcome them. The country office informs the Country Programme Accounting Unit of the actions taken to solve the problems.

Annex VI. Justification for the Equipment Budget & the Provisional Equipment List of the Project

In order to ensure the sustainability of the Persistent Organic Pollutants (POPs) Enabling Activity Project in the Islamic Republic of Iran, the laboratories of the Department of Environment and that of the Ministry of Jihad-e-Agriculture will be equipped to perform analysis of PCB and POPs pesticides in samples from various environmental media. This analytical capacity will be important throughout the implementation of the project as well as in the period following the completion of this Enabling Activity project in line with the overall goal of identifying and eradicating POPs. In particular, the created capacity is significant in relation to low concentration analysis as well as dioxin and furan analysis.

The updating and equipping of such laboratories are estimated to entail costs that exceed the GEF-prescribed equipment budget ceiling of 5 % applicable to POPs Enabling Activities projects. In this particular case, however, the Secretariat of the Global Environment Facility has approved an equipment budget that exceeds the aforementioned norm. Under normal circumstances, the Secretariat of the Global Environment Facility would request a separate justification prior to approval of the project proposal where the equipment budget exceeds the 5% norm. This was, however, not requested and the project proposal was approved when initially submitted.

In order to be prudent and foresee questions in forthcoming evaluations of the project, a provisional list of equipment to be purchased under the project has been compiled. This list includes all items that are to be charged to two separate and corresponding equipment lines of \$ 28,000 each, under the subtasks for compiling the PCB and Pesticide POPs inventories.

The list is based on an assessment of current needs and may be amended as the aforementioned laboratories are also receiving financial assistance from their parent Ministries. In any case, the equipment financed by the POPs Enabling Activity Project shall be purchased to establish the national level capability to analyze POPs listed under the Stockholm Convention. Future changes in the list shall be approved by the Project Manager, acting under advice from the International Coordination Consultant. The actual procurement will be effected on a competitive basis in line with UNDP's guidelines.

In addition to the list below, glassware and other semi-expandable laboratory equipment needed to set up a POPs analyses system may be purchased against these budget lines. Pure expendables, such as chemical reagents and disposable items, shall be charged to the appropriate budget line detailed in the project budget.

1. GC System – Packed column or capillary column

- 1.1 Electron Capture Detector (ECD) for the existing gas chromatograph
- 1.2 Appropriate injector system for the existing gas chromatograph/ECD detector
- 1.3 Appropriate columns Gas-chromatograph for POPs separation (packed column-glass column packed with 3% OV-1 on 80-100 mesh supelcoport or equivalent and/or capillary column-fused silica capillary coated with a bonded 0.25 um film of cross-linked phenyl methyl silicone)
- 1.4 Spare columns

2. Miscellaneous Equipment

- 2.1 Water bath- heated, with concentric ring cover
- 2.2 Analytical balance – capable of accurately weighing to 0.0001 g.
- 2.3 Block digester



IRA02/G31 - Persistent Organic Pollutants
Budget "A"

Main Source of Funds: 1G - Global Environment Trust Fund
Executing Agency: DOE - Department Of Environment

SbIn	Description	Implementing	Funding	Total	May 03- May 04	May 04- May 05
010	PERSONNEL					
011	International Consultants					
011.01	Co-ordination	NEX	Net Amount	22,000	22,000	
			Total	22,000	22,000	
011.02	Pesticide Inventory	NEX	Net Amount	11,000	11,000	
			Total	11,000	11,000	
011.03	PCB inventory	NEX	Net Amount	11,000	11,000	
			Total	11,000	11,000	
011.04	Un-intentional by product	NEX	Net Amount	11,000	11,000	
			Total	11,000	11,000	
011.05	Priority Setting & mgnt Opelion	NEX	Net Amount	33,000		33,000
			Total	33,000		33,000
011.06	NIP WS	NEX	Net Amount	5,500		5,500
			Total	5,500		5,500
011.99	Line Total		Net Amount	93,500	55,000	38,500
			Total	93,500	55,000	38,500
013	Administrative Support					
013.01	Assistant NPM	NEX	Net Amount	12,000		12,000
			Total	12,000		12,000
013.02	Secretary	NEX	Net Amount	7,200		7,200
			Total	7,200		7,200
013.99	Line Total		Net Amount	19,200		19,200
			Total	19,200		19,200
015	Monitoring and Evaluation					
015.01	Monitoring and Evaluation	NEX	Net Amount	10,000		10,000
			Total	10,000		10,000
015.99	Line Total		Net Amount	10,000		10,000
			Total	10,000		10,000

016	Mission Costs		Total	10,000	10,000
016.01	Legal assmnt & public awareness	NEX	Net Amount	6,000	6,000
			Total	6,000	6,000
016.02	POPs pesticide	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
016.03	PCB	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
016.04	Unintentional By product inventory	NEX	Net Amount	3,000	3,000
			Total	3,000	3,000
016.05	Priority Setting & mgnt option	NEX	Net Amount	5,000	5,000
			Total	5,000	5,000
016.06	NIP	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
016.99	Line Total		Net Amount	26,000	17,000
			Total	26,000	17,000
017	National Consultants				
017.01	National Project Manager	NEX	Net Amount	28,800	28,800
			Total	28,800	28,800
017.02	Legal Expert	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
017.03	Awareness Specialist	NEX	Net Amount	6,400	6,400
			Total	6,400	6,400
017.04	Pesticide Sub-task Coordinator	NEX	Net Amount	7,700	7,700
			Total	7,700	7,700
017.05	PCB Sub-task Coordinator	NEX	Net Amount	6,600	6,600
			Total	6,600	6,600
017.06	By-product Sub task Coordinator	NEX	Net Amount	6,600	6,600
			Total	6,600	6,600
017.07	Priority Setting Task Manager	NEX	Net Amount	10,400	10,400
			Total	10,400	10,400
017.08	Waste Mngt Options	NEX	Net Amount	3,300	3,300
			Total	3,300	3,300

017.09	By Product Mngnt Options	NEX	Net Amount Total	3,300 3,300	3,300 3,300
017.10	Socio Economic	NEX	Net Amount Total	3,300 3,300	3,300 3,300
017.11	PCB Data Entry Assistant	NEX	Net Amount Total	1,600 1,600	1,600 1,600
017.12	Un-intentl By Product Data Asses.	NEX	Net Amount Total	1,200 1,200	1,200 1,200
017.13	Pesticide Data Entry Assistant	NEX	Net Amount Total	1,600 1,600	1,600 1,600
017.99	Line Total		Net Amount Total	84,800 84,800	64,500 64,500
019	PROJECT PERSONNEL TOTAL		Net Amount Total	233,500 233,500	155,700 155,700
020	CONTRACTS				
021	Contract A				
021.01	Awareness Material & Sub-contract	NEX	Net Amount Total	36,000 36,000	36,000 36,000
021.02	Computer Programming Subcontracts	NEX	Net Amount Total	8,000 8,000	8,000 8,000
021.03	Costing and funding package	NEX	Net Amount Total	3,300 3,300	3,300 3,300
021.04	Field data collection	NEX	Net Amount Total	48,000 48,000	48,000 48,000
021.99	Line Total		Net Amount Total	95,300 95,300	92,000 92,000
029	SUBCONTRACTS TOTAL		Net Amount Total	95,300 95,300	92,000 92,000
030	TRAINING		Net Amount Total	95,300 95,300	92,000 92,000
032	Other Training				
032.01	Inception Workshop	NEX	Net Amount Total	7,000 7,000	7,000 7,000
032.02	Pesticide Inventory completion WS	NEX	Net Amount Total	29,600 29,600	29,600 29,600

032.03	PCB Inventory Compliance WS	NEX	Net Amount	5,000	5,000
			Total	5,000	5,000
032.04	Un-intentional By product WS	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
032.05	Priority Setting WS	NEX	Net Amount	5,000	5,000
			Total	5,000	5,000
032.06	NIP WS	NEX	Net Amount	15,000	15,000
			Total	15,000	15,000
032.99	Line Total		Net Amount	65,600	45,600
			Total	65,600	45,600
039	TRAINING TOTAL		Net Amount	65,600	45,600
			Total	65,600	45,600
040	EQUIPMENT		Net Amount	65,600	45,600
			Total	65,600	45,600
045	Equipment		Net Amount	65,600	45,600
			Total	65,600	45,600
045.01	Non-Expendable Equipment	NEX	Net Amount	70,000	70,000
			Total	70,000	70,000
045.02	Expendable Equipment	NEX	Net Amount	4,000	4,000
			Total	4,000	4,000
045.99	Line Total		Net Amount	74,000	74,000
			Total	74,000	74,000
049	EQUIPMENT TOTAL		Net Amount	74,000	74,000
			Total	74,000	74,000
050	MISCELLANEOUS		Net Amount	74,000	74,000
			Total	74,000	74,000
052	Reporting Costs		Net Amount	3,300	3,300
			Total	3,300	3,300
052.01	Reporting Cost	NEX	Net Amount	3,300	3,300
			Total	3,300	3,300
052.02	Publication & Dissemination of NIP	NEX	Net Amount	3,000	3,000
			Total	3,000	3,000
052.03	Auditing	NEX	Net Amount	5,882	5,882
			Total	5,882	5,882
052.04	Advocacy	NEX	Net Amount	10,318	10,318
			Total	10,318	10,318
052.99	Line Total		Net Amount	22,500	22,500
			Total	22,500	22,500

053	Sundries								
053.01	Operations and Maintenance		NEX						
		Net Amount		5,000				5,000	
		Total		5,000				5,000	
053.99	Line Total	Net Amount		5,000				5,000	
		Total		5,000				5,000	
059	MISCELLANEOUS TOTAL	Net Amount		27,500				5,000	22,500
		Total		27,500				5,000	22,500
099	BUDGET TOTAL	Net Amount		495,900				372,300	123,600
		Total		495,900				372,300	123,600