



# Initiation Plan / GEF PPG

Empowered lives.  
Resilient nations.

<b>Project Title:</b> Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City	
<b>Country:</b> Iraq	
<b>Country Programme Outcome:</b> Strengthened and resourced policies and frameworks are implemented for managing natural resources (including trans-boundary issues), developing renewable resources, and increasing resilience to climate change, environmental stress and natural hazards, and man-made and natural disasters.	
<b>Gender Marker rating:</b> GEN 2	
<b>SESP Pre-Screening Categorization:</b> High	
<b>ATLAS Project ID:</b> 00125384 <b>ATLAS Output ID:</b> 00119766 <b>PIMS ID:</b> 6487 <b>Management Arrangement:</b> DIM	<b>Total budget:</b> US\$ 150.000 <b>Allocated resources:</b> <ul style="list-style-type: none"> <li>• GEF US\$ 150.000</li> </ul>
<b>Initiation Plan Start Date:</b> 01/02/2020 <b>Initiation Plan End Date:</b> 01/02/2021	

AGREED BY

*Zena Ali Ahmad*

UNDP Resident Representative<sup>1</sup>

Signature



*23/2/2020*

Day/Month/Year

Date

<sup>1</sup> Edit as necessary. Include other Agency as necessary.

---

## TABLE OF CONTENTS

I. Brief Description of the Initiation Plan/GEF PPG.....	3
II. Stakeholder Engagement, public disclosure and other requirements.....	4
III. GEF PPG Activities .....	5
Component A: Preparatory Technical Studies & Reviews .....	5
Component B: Formulation of the UNDP-GEF Project Document, CEO Endorsement Request, and Mandatory and Project Specific Annexes .....	7
Component C: Validation Workshop and Report .....	9
IV. Total Budget and Work Plan for GEF PPG .....	10
V. GEF PPG Activities timeframe and budget.....	11
VI. Mandatory Annexes .....	12
Annex 1: GEF CEO PIF/PPG Approval Letter .....	12
Annex 2: Draft Terms of Reference (TORs) of Consultants Financed by the Project Preparatory Grant (GEF PPG) .....	14

---

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

### **Objective & Final Outputs**

The objective of the GEF PPG is to develop the project concept into a full project: **Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City**. As described in PIF, this project aims to promote a low carbon development through the creation of an enabling Energy Efficiency strategy, programs and applications in Baghdad with a focus on the building sector. The project will boost the promotion of Energy Efficiency programs and actions through the implementation of the adequate policy, regulatory, institutional, technical and capacity framework. EE measures and programs will contribute in the reduction of consumer electricity bill and in the increase of electricity supply stability and independence.

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

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

The final outputs of the GEF PPG are:

1. UNDP-GEF Project Document (ProDoc).
2. Mandatory annexes to the ProDoc listed in the [Annotated UNDP-GEF Project Document Template](#).
3. [GEF CEO Endorsement Request](#) and all mandatory annexes;
4. Validation Workshop report (required for projects with a high SESP categorization; as appropriate for all others).

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

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

<b>Milestone</b>	<b>Date</b>
<b>Internal submission date</b> for UNDP-GEF review and clearance	<i>19-Oct-2020</i>
<b>First GEF Submission Deadline</b> for CEO Endorsement	<i>19-Dec-2020</i>
<b>CEO Endorsement Deadline</b> after which the project will be cancelled if not endorsed	<i>19-June-2021</i>

### **Management Arrangements**

The UNDP CO Iraq will lead the project development process and manage the GEF PPG budget in full consultation with the UNDP-GEF Technical Adviser. The GEF PPG Atlas budget is presented in *Section IV: Total Budget and Work Plan*.

As appropriate, a Working Group will guide the GEF PPG team, and review and endorse the GEF PPG deliverables. The Working Group is responsible for ensuring that the deliverables outlined in this GEF PPG are completed on time and in line with UNDP and GEF requirements. The UNDP senior management / delegate will chair the Working Group. Working Group members will include Environment, Energy and Climate Change team members and relevant technical experts including government coordinator. Working Group may expand, as necessary, to include relevant UN partners and civil society organizations.

The GEF PPG team will be composed of the consultancies described in the draft Terms of Reference (TORs) in Annex 2.

---

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

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

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

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

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

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

---

### III. GEF PPG ACTIVITIES

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

The following technical studies and reviews will be conducted.

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

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

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

##### b. Gender Analysis

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

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

The social and environmental safeguards pre-screening (pre-SESP) prepared during the PIF design phase has initially determined the overall risk categorization of this project as *High*.

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

##### d. Identification of project sites

Based on the above reviews, and through consultation with stakeholders, the targeted project sites will be identified. *The project sites will be in Baghdad as a first phase. That is mainly because Baghdad has the largest population in Iraq and the highest electricity consumption.*

##### e. Financial planning

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

**f. Stakeholder analysis**

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

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

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

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

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

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

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

**h. Other required studies**

NA

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

Based on the technical studies and reviews undertaken under **Component A**, the UNDP-GEF Project Document will be developed (following the annotated UNDP-GEF Project Document available [here](#)), and the GEF CEO Endorsement Request (available [here](#)) will be prepared. See additional guidance notes below.

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

**a. Stakeholder Engagement Plan:**

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

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

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

**b. Gender Action Plan**

The gender analysis, along with relevant findings from the stakeholder analysis and background studies, will form the basis of a Gender Action Plan to guide gender mainstreaming during project implementation. The Gender Action Plan must include indicators, targets, timeframe, responsible party and budget which

are linked to the project's components/outputs, outcomes and activities. As part of the work of preparing the Gender Action Plan, indicators should be proposed for inclusion in the Results Framework to facilitate the monitoring of the proposed gender mainstreaming actions.

See guidance available [here](#).

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

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

The ESMF will identify the required management plans that will be prepared during project implementation.

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

**d. GEF and LDCF/SCCF Core Indicators**

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

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

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

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

A GEF OFP endorsement letter will also be required for any new participating countries to a global or regional program/project that was not included with the PIF/PFD submission.

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

**f. Mandatory Annexes:**

In addition to the documents listed above, the following Annexes should be prepared by the GEF PPG team: Initial Project Team Procurement Plan and TORs for key Project Team staff; List of people consulted during project development

**g. Project Management Arrangements**

Based on the stakeholder analysis and consultations undertaken in **Component A** above, agreement(s) on project management and governance arrangements—including roles, responsibilities and accountabilities of lead and partner Agencies—will be secured early in the project development phase and will be fully detailed in the ProDoc. In accordance with UNDP-GEF guidance on UNDP execution support:



- UNDP can only provide execution support if these costs are covered by non-GEF resources. This support should be confirmed in a separate arrangement between the UNDP CO and the Government and would not be referenced in the UNDP-GEF project document or other documentation that requires GEF approval. This separate arrangement should be confirmed and included in the final UNDP-GEF project document to be signed by UNDP and the IP.
- Do not remove standard text from the governance and management arrangement from the GEF-7 template (even if GEF SEC requests this during their review).
- Project PMU staff should not be located in a UNDP Country Office. This will help to avoid the perception that UNDP is executing the project.
- Please note that all PIFs approved as of 1 March 2019 are subject to the new [GEF cancellation policy](#). This means that negotiations with GEF SEC on execution support are best agreed to during the PPG phase and not postponed to CEO endorsement when the project must be endorsed within 12/18 months of PIF approval or the projects risks being automatically cancelled by the GEF.

### **Component C: Validation Workshop and Report**

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

#### IV. TOTAL BUDGET AND WORK PLAN FOR GEF PPG

<b>Award ID:</b>	00125384
<b>Project ID:</b>	00119766
<b>Award Title:</b>	<b>Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City</b>
<b>Business Unit:</b>	IRQ10
<b>Project Title:</b>	<b>Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City</b>
<b>Project (PIMS) ID:</b>	6487
<b>Implementing Partner:</b>	UNDP

GEF Outcome/Atlas Activity	Responsible Party	Fund ID	Donor Name	Atlas Budgetary Account Code	ATLAS Budget Description	Amount US\$	Budget Notes
Project preparation grant to finalize the UNDP-GEF project document for project "Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City"	UNDP	62000	GEF TRUSTEE	71200	International Consultants	<b>70,000</b>	<b>A</b>
				71300	Local Consultants	<b>40,000</b>	<b>B</b>
				71600	Travel	<b>10,000</b>	<b>C</b>
				74500	Miscellaneous Expenses	<b>2,000</b>	<b>D</b>
				75700	Trainings	<b>28,000</b>	<b>E</b>
				<b>PROJECT TOTAL</b>			

Budget Note	Total estimated person weeks	Budget
A	International Specialist Energy Efficiency (Team Leader) – \$750 * 60 days = \$45,000 including 2 missions + DSA at 2 * 5,000 = \$10,000; International Specialist on Safeguards and gender \$750 * 20 days = \$15,000	\$70,000
B	National Expert on Energy Efficiency (PPG National Focal Point): \$500 * 60 days = \$30,000 including Travel and DSA for \$10,000	\$40,000
C	Cost of travel international travel; Cost of use of vehicles for internal travel to project sites during PPG missions for consultants.	\$10,000
D	Miscellaneous Expenses: printing costs or other costs as needed for project preparation.	\$2,000
E	Meetings and workshops: cost of catering and venue of the workshops within in the PPG	\$28,000

### V. GEF PPG ACTIVITIES TIMEFRAME AND BUDGET

PPG Activity	Month 1	Month 2	Month 3	Month 4	Month 5	Month 6	Month 7	Month 8	Month 9	Month 10	Month 11	Month 12	Budget (US\$)
<b>Component A:</b> Technical studies, etc.	X	X	X	X	X	X	X	X					US\$ 60,000
<b>Component B:</b> Formulation of ProDoc, etc.						X	X	X					US\$ 46,500
<b>Component C:</b> Validation Workshop							X						US\$ 18,000
<b>Delivery of final outputs</b>								X	X	X	X	X	US\$ 25,500

**VI. MANDATORY ANNEXES: ANNEX 1: GEF CEO PIF/PPG APPROVAL LETTER**



**Nanko Ishii**  
CEO and Chairperson

November 20, 2019

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

Dear Mr. Kurukulawariya:

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

Decision Sought:	Project Identification Form (PIF) Clearance for Work Program Inclusion and Project Preparation Grant Approval
GEFSEC ID:	10392
Agency(ies):	UNDP
Agency(ies) ID:	6487
Focal Area:	Climate Change
Project Type:	Full-sized Project
Country(ies):	Iraq
Name of Project:	Promoting Carbon Reduction Through Energy Efficiency (EE) Techniques in Baghdad City
Indicative GEF Project Financing:	\$3,092,009
Indicative Agency Fee:	\$293,741
PPG:	\$150,000
PPG Fee:	\$14,250
Funding Source:	GEF Trust Fund

Indicative Agency Fee Commitment:					
Agency	Trust Fund	20% to be committed at Council approval (US\$)	50% to be committed at first disbursement (US\$)	30% to be committed at mid-term review (US\$)	Total (US\$)
UNDP	GEF TF	58,748	146,871	88,122	293,741
<b>Total</b>		<b>58,748</b>	<b>146,871</b>	<b>88,122</b>	<b>293,741</b>

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

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

Sincerely,



Naoko Ishii  
Chief Executive Officer and Chairperson

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

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

<b>Position, Type and Cost</b>	<b>Role, Deliverables and Qualifications</b>
<p><b>International Specialist Energy Efficiency (Team Leader)</b>  <b>Position:</b> CCM Project Development Specialist (GEF PPG Team Leader)  <b>Type:</b> IC  <b>Cost per person week:</b> US\$750  <b>Number of person weeks needed:</b> 60 days</p>	<p><b>Role</b>  The CCM Energy Efficiency Project Development Specialist will be the GEF PPG Team Leader and will be responsible for quality assurance and timely preparation of all reports and documentation, including the finalized UNDP Project Document (ProDoc) and CEO Endorsement Request, with all mandatory and project specific Annexes and supporting documentation. S/he will be responsible for managing all consultants on the GEF PPG Team, and coordinating the Team’s work.</p> <p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Management of the GEF PPG Team</u> <ol style="list-style-type: none"> <li>a. Define and submit a <b>detailed methodology and work plan</b> in consultation with the other consultants with clear delegation of responsibilities for the International Consultants (ICs) and National Consultants (NCs);</li> <li>b. Ensure that project development is <b>participatory, gender-responsive and based on extensive stakeholder engagements</b>; and</li> <li>c. Verify and ensure that all project components are <b>technically sound and cost effective</b>.</li> </ol> </li> <li>2) <u>Preparatory Technical Studies and Reviews (Component A):</u> With inputs from the other national and international consultants, as detailed in their respective TORs: <ol style="list-style-type: none"> <li>a. Compile <b>baseline/situational analysis</b> for the full-size project (FSP). This will include a precise definition of baseline projects, activities, budgets, goals and co-financial links to GEF outcomes; definition of GEF incremental value per outcome and output; and presentation of results of the incremental cost-analysis in matrices as appropriate;</li> <li>b. Oversee the <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>c. Ensure the preparation of the <b>gender analysis</b> and ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>d. Ensure action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate;</li> <li>e. Conduct/oversee the <b>identification of the project sites</b>, with documentation of selection criteria;</li> <li>f. Oversee the consultations with partners regarding <b>financial planning</b>;</li> <li>g. Ensure the preparation of partner capacity assessments and discussions on management arrangements early in the PPG process and</li> <li>h. Ensure completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ol> </li> <li>3) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory and Project Specific Annexes (Component B):</u> With inputs from the other national and international consultants, as detailed in their respective TORs, and based on international best practice: <ol style="list-style-type: none"> <li>a. Develop, present and articulate the project’s <b>theory of change</b>;</li> </ol> </li> </ol>

	<ul style="list-style-type: none"> <li>b. Develop the <b>Results Framework</b> in line with UNDP-GEF policy;</li> <li>c. Develop a detailed <b>Monitoring and Evaluation Plan and Budget</b>;</li> <li>d. Oversee and ensure the preparation of a <b>Stakeholder Engagement Plan</b>;</li> <li>e. Oversee and ensure the preparation of a <b>Gender Action Plan and Budget</b>;</li> <li>f. Update the <b>SESP</b> based on assessments undertaken during Component A, and ensure the development of required <b>environmental and/or social management plan(s)</b>;</li> <li>g. Prepare the required <b>GEF Core Indicators</b>;</li> <li>h. Secure and present agreements on <b>project management arrangements</b>;</li> <li>i. Secure and present agreements on project execution and management arrangements and ensure that the project aligns to UNDP-GEF guidance on UNDP execution support;</li> <li>j. Ensure the completion of the <b>required official endorsement letters</b>; and</li> <li>k. Synthesize all analyses, studies, etc. that are prepared under Components A and B to produce <b>the draft UNDP-GEF ProDoc, GEF CEO Endorsement, and all mandatory and project specific Annexes</b>, using the required templates.<sup>2</sup></li> </ul> <p>4) <u>Validation Workshop (Component C):</u></p> <ul style="list-style-type: none"> <li>a. Lead the validation workshop to present, discuss and validate the final draft ProDoc and mandatory and project specific annexes, with a special focus on the SESP and any management plans; and</li> <li>b. Oversee all necessary revisions that arise during the workshop.</li> <li>c. Ensure completion of Validation Workshop Report.</li> </ul> <p>5) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> <li>a. Consolidation of all technical and consultation inputs including from national stakeholders, UNDP, GEF Secretariat, STAP and GEF Council, into a well written and concise UNDP ProDoc with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;</li> <li>b. Completion of the GEF CEO Endorsement Request;</li> <li>c. All documentation from GEF PPG (including technical reports, etc.); and</li> <li>d. Validation Workshop Report.</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as as electric or energy engineering, civil engineering, environmental engineering or policy or a related field;</li> <li>▪ Minimum 7 years of demonstrable experience in the technical area of energy; Fluency in written and spoken in English</li> </ul>
<p><b>National Expert on Energy Efficiency (PPG National Focal Point):</b></p> <p><b>Position:</b> National Expert on Energy Efficiency (PPG</p>	<p><b>Role</b></p> <p>The Objective of this consultancy is to carry out the necessary survey work, assessments, consultations, and other data collection, and contribute the development of the full-sized GEF project document.</p> <p><b>Deliverables</b></p> <p>1) <u>Baseline studies and analysis for the energy efficiency project</u></p> <ul style="list-style-type: none"> <li>a. Starting from the information provided in the PIF, collecting all background information on policies, related regulations, strategies, planning documents on energy in general.</li> </ul>

<sup>2</sup> Please verify with the UNDP-GEF team that the correct templates are being used.

<p><i>National Focal Point)</i></p> <p><b>Type:</b> NC</p> <p><b>Cost per person week:</b> US\$ 500</p> <p><b>Number of person weeks needed:</b> 60 days</p>	<ul style="list-style-type: none"> <li>b. Collecting all baseline information on the ongoing and past projects related to <u>energy efficiency</u>.</li> <li>c. Comprehensive baseline analysis including CO2 emission calculations of the scenario without GEF intervention for each of the <u>energy efficiency related activities</u>, as well as an analysis of the scenario involving GEF intervention (including CO2 emissions analysis);</li> <li>d. Detailed barrier analysis for each of the <u>energy efficiency</u> investments to be addressed in the project;</li> <li>e. Survey potential stakeholders and beneficiaries (especially community leaders) at the local level and assess their level of interest and willingness to engage with the project;</li> <li>f. Identify pilot sites for project implementation in discussion with the Team Leader and UNDP team.</li> <li>g. Assessment of the options available for the investment component of the project taking into consideration the stakeholders and pilot locations and projects</li> <li>h. Assessment of environment, social, economic and financial benefits and disadvantages of each alternative;</li> <li>i. Quick financial analysis and costing of different investment options (pilot project) and alternatives;</li> <li>j. Recommendations on best business models/legal structure for the implementation of the pilot project (including PPPs)</li> </ul> <p>2) <u>Project Design and Preparation of the full-sized project document</u></p> <ul style="list-style-type: none"> <li>a. Participate fully in the formulation of the project Objective, Outcomes, Outputs and Activities as well as Baselines, Targets and Indicators; contribute to sustainability and replication plans, stakeholder participation plans, and budgets;</li> <li>b. Detailed incremental cost analysis to justify GEF intervention in the <u>energy efficiency related activities</u>;</li> <li>c. Costing of expected project outcomes, outputs and activities;</li> <li>d. Identify co-financing potential from the stakeholders interviewed during the preparation of the project document and from a review of the sector in the country.</li> <li>e. Presenting the proposed interventions on energy efficiency at the project validation workshop;</li> <li>f. Providing inputs to revise the draft project document to address the comments/suggestions made by UNDP/GEF RTA and HQ, GEF Sec, and other reviewers;</li> <li>g. Support in obtaining co-financing letters;</li> </ul> <p>1) <u>Final Deliverables:</u></p> <ul style="list-style-type: none"> <li>a. UNDP ProDoc information and details with all required sections and Annexes, in line with the standard UNDP-GEF ProDoc template and annotated guidance;</li> </ul> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as electric or energy engineering, civil engineering, environmental engineering or policy or a related field.</li> <li>▪ Minimum 5 years of demonstrable experience in the technical area of energy;</li> </ul> <p>Fluency in written and spoken in English and Arabic</p>
<p><b>GENDER &amp; SAFEGUARDS Specialist</b></p>	<p><b>Role</b></p> <p>The Stakeholder Engagement and Gender Specialist will prepare the needed gender plan for the full project.</p>



<p><b>Position:</b> International Specialist on Safeguards and gender</p> <p><b>Type:</b> IC</p> <p><b>Cost per person-week:</b> US\$750</p> <p><b>Number of person-weeks needed:</b> 20 days</p>	<p><b>Deliverables</b></p> <ol style="list-style-type: none"> <li>1) <u>Preparatory Technical Studies and Reviews (Component A)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:       <ol style="list-style-type: none"> <li>a. Lead and advise on the gender responsive <b>stakeholder analysis and consultations</b> and ensure that they are complete and comprehensive;</li> <li>b. Prepare the <b>gender analysis and action plan</b> and work closely with the Team Leader to ensure its findings are meaningfully integrated into the project’s strategy, theory of change and results framework;</li> <li>c. Support action points, including risk assessments, from the <b>UNDP Social and Environmental Screening Procedure (SESP)</b> at the PIF stage (“pre-screening”) are fully implemented during the PPG, and update that screening in an iterative fashion throughout the PPG, as appropriate; and</li> <li>d. Support completion of <b>any additional studies</b> that are determined to be needed for the preparation of the ProDoc and all other final outputs.</li> </ol> </li> <li>2) <u>Formulation of the ProDoc, CEO Endorsement Request and Mandatory Annexes as well as project specific annexes (Component B)</u>: Prepare inputs and support the required analyses/studies, as agreed with the PPG Team Leader, including:       <ol style="list-style-type: none"> <li>a. Prepare the <b>Stakeholder Engagement Plan</b>;</li> <li>b. Prepare the <b>Gender Action Plan (with Budget)</b>;</li> <li>c. Contribute to the updated the <b>SESP</b>, as needed, based on assessments undertaken during Component A;</li> <li>d. Support the development of required <b>environmental and/or social management plan(s)</b>; and</li> <li>e. Support the agreements on <b>project management arrangements</b>.</li> </ol> </li> <li>3) <u>Validation Workshop (Component C)</u>:       <ol style="list-style-type: none"> <li>a. Contribute to the validation workshop; and</li> <li>b. Support all necessary revisions that arise during the workshop, as appropriate.</li> </ol> </li> <li>4) <u>Final Deliverables</u>:       <ol style="list-style-type: none"> <li>a. Social and Environmental Safeguards plan</li> <li>b. Environmental and Social Management Framework</li> </ol> </li> </ol> <p><b>Qualifications</b></p> <ul style="list-style-type: none"> <li>▪ Master’s degree or higher in a relevant field, such as Environmental science, policy, environmental engineering, EHS or closely related field;</li> <li>▪ Minimum 7 years of demonstrable experience in the technical area of environmental assessments;</li> <li>▪ Fluency in written and spoken in English</li> </ul>
---	---