**Agreed by Government**

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| --- | --- | --- |
|  | *Signature* | Date*:* |

**Agreed by UNDP Resident Representative / UNDP Director:**

|  |  |  |
| --- | --- | --- |
| *Michelle Gyles-McDonnough*  *Resident Coordinator*  *Barbados and the OECS* | *Signature* | Date*:* |
|  |  |  |

***INITIATION PLAN***

***for a GEF Project Preparation Grant (PPG)***

****

**Total budget: USD338,539**

Allocated resources:

* GEFSec **US$ 64,725**
* Government **US$273,814**

Programme Period: 2012-2016 (UNDAF)

Programme Component: Environment and Sustainable Development

PPG Title: Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones

ATLAS Project ID: 00072529

ATLAS Output ID: 00085597

PIMS Project ID: 5088

Start date: December 15, 2012

End Date: June 15,2014

Duration: 18 months

PAC Meeting date:XXXXXX

Management Arrangement: NIM

**Country:**  **Saint Kitts and Nevis**

UNDAF Outcome(s)/Indicator(s): Strengthened capacity to draft and implement national land use policies and land administration

Expected Outcome(s)/Indicator (s): Improved management effectiveness for existing and new protected areas.

Local communities adopted integrated landscape management practices.

Increased investment in integrated landscape management

Expected Output(s)/Indicator(s): New protected areas established

Strengthened advocacy and increased knowledge on INRM

INRM Tools developed to address local issues.

**Brief Description of Initiation Plan**

The purpose of the PPG is to develop a FSP proposal that will engage stakeholders and will support specific studies and analyses which will result in the full preparation of the project “Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones”. This preparatory phase aims at finalizing the studies and arrangements for the submission of this FSP project to the GEF. The PPG will also enable the stakeholders’ consultations and data collection for the establishment of baseline and complementary activities that will be validated by involved stakeholders.  The following text form the approved PPG outline the activities, costings and expertise that will be provided through this IP.



**request for project preparation grant (PPG)**

**Project Type: Full-sized Project**

**Submission Date:** October 10, 2012

**GEF Project ID:**  5078

**GEF Agency Project ID:** 5088

**Countries:** St. Kitts and Nevis

**Project Title:** Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones

**GEF Agency(ies):** UNDP

**GEF Focal Area(s):** Biodiversity

**A. PROJECT PREPARATION TIMEFRAME**

|  |  |
| --- | --- |
| **Start Date of PPG** | December 15, 2012 |
| **Completion Date of PPG** | June 15, 2014 |

**B. PROPOSED PROJECT PREPARATION ACTIVITIES ($)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Describe the PPG activities and justification: The PPG process will engage stakeholders and will support specific studies and analyses to enable detailed design of the project “Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones”. The final result of these analyses and consultations will be the Full Project Document and CEO Endorsement Request for the above mentioned project that will be submitted to GEFSec within the agreed upon timeframe and with all support documentation required, including co-financing confirmation letters.  The overall project strategy and main components of the project were identified during the preparation of the PIF. However, to enable more detailed assessments and the definition of priority actions, PPG resources are being requested. These resources will be used to support more detailed analysis of baseline conditions and opportunities, to carry out necessary consultations, and to define the roles and responsibilities of different institutions for project implementation. PPG resources will be supplemented with resources mobilized for co-funding a number of analyses, particularly those related to more in-depth assessment of baseline environmental conditions and pre-feasibility analyses, and for consultations with local stakeholders on these activities.  The PPG process will support a suite of activities to further identify and cost the actions to be included in the FSP, including: 1) Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management; 2) Project Site profiling and detailed baseline information analysis; 3) Socio-Economic Analysis and Pre-Feasibility Studies; and 4) Definition of Project Strategy, including preparation of required documentation; a completed logical framework; monitoring and risk plans; feasibility analyses; budget and financing plans; and implementation arrangements.  **PPG Activity 1:** **Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management**  This activity will establish a baseline for Component 1 of the PIF. Information regarding the policy, legal, institutional and financial frameworks relevant to the system of terrestrial and marine protected areas in St. Kitts and Nevis needs to be updated, compiled and assessed in order to ensure the strategic use of project resources. The baseline information will be a point of reference for measuring incremental benefits arising from the project both at midterm and at the end. Key sub-activities will therefore include the following:   * 1. Analysis of existing policies, laws and regulations for PA management; identification of gaps and recommendations on specific areas where new or revised policies, legislation and regulations will be required for the strengthening and expansion of the existing PA system and the sustainable management of land and associated resources in project sites, with special attention to priorities and strategies for how the full project can support implementation of the 2010 Protected Areas System Plan and support creation of new regulations (under the National Conservation and Environment Protection Act);   2. Analysis of the governance framework for PA management, including clarification of existing roles and mandates of different government institutions as well as other entities; assessment of the suitability of different potential PA management models (community co-management; private sector involvement; PA Boards; other stakeholders; etc.) in SKN; and recommendations of priorities and strategies for how the project can improve the PA governance framework, including establishment of a new Protected Areas Agency (within the Ministry of Sustainable Development) and the creation of a National Environmental Committee (NEC);   3. Analysis of existing institutional capacities for PA management (e.g. number of staff, functions, level of training /professional development); identification of capacity needs (e.g. PA planning processes and tools; regulations and enforcement; development / maintenance of trails and other infrastructure; visitor management; ecotourism development; outreach and education; biodiversity inventories); and recommendations on measures to address capacity needs (in the form of a brief capacity development strategy, and completion of the UNDP Capacity Development Scorecard). Analysis will include relevant government entities as well as other partners that may be involved directly and indirectly in the management of PAs, as well as land and other natural resources;   4. Expand the description of the ‘baseline project’ contained in the PIF by collecting and analysing data on government, donor-funded, non-governmental and private sector investments in environmental conservation in general, and specifically on PA management and on natural resource management (e.g. conservation of soil and water resources; conservation of biodiversity and ecosystem services; increasing carbon stocks). Results will be identified and briefly described, including: sources of funding; recipient of funding; type and purpose of investment; committed amount in USD-equivalent; and duration of investment. Apart from producing data on existing and planned investments relevant to the project, the secondary aim of this activity is to secure co-financing for the project.   5. Based on results of 1.4, carry out an analysis of current funding resources and costs for PA management, and projected future funding resources and costs for a strengthened and expanded PA management system (based on the targets of this project). Complete the GEF Financial Sustainability Scorecard for PA Management as a tool for completing this analysis and for monitoring project (GEF tracking tool). Identify potential actions for PA management cost savings and for PA management revenue increases (e.g. PA site-specific business plans; user fee systems; mainstreaming PA financing into national development planning; increasing government budget allocations for PAs; and working with private sector partners to expand tourism facilities at PAs in order to increase concession revenues), and identify the key barriers to achieving these cost savings and revenue increases, taking into account the planned expansion of the protected area estate, the prospects for growth in the economy and different constraining factors, such as national economic conditions, technical capacity, legal hurdles, information management, transaction costs, etc. Consult with key stakeholders on their interest and willingness to participate in developing mechanisms for improved PA financial management.   **PPG Activity 2: Project Site profiling and detailed baseline information analysis**  This activity will help to establish a baseline for Component 2 of the PIF. Information regarding the existing status and threat profile for biodiversity and ecosystem services, and current activities and capacities for PA management, at the terrestrial and marine protected areas targeted by the project needs to be updated, compiled and assessed in order to ensure the strategic use of project resources. The baseline information will be a point of reference for measuring incremental benefits arising from the project both at midterm and at the end. Key sub-activities will therefore include the following:   * 1. Maps of the project sites showing boundaries of protected area units, sites of project field interventions, locations of communities, etc.   2. Based on existing data, compile detailed information on biodiversity (species, numbers and conservation status of flora and fauna), ecosystem services (functions; status), land use practices, and current issues with land and natural resource management (e.g. erosion, land degradation, etc.), both within the proposed PA sites and in adjacent areas;   3. Quantification and presentation of the global environmental benefits of the project (conservation of globally significant biodiversity; protection of range and ecosystem functions in critical ecosystems);   4. Based on existing data, detailed analysis of threats to biodiversity and ecosystem services (e.g. indicator species population assessments, land conversion and erosion rates, rates of harvesting of non-timber forest products, rate of coral decline in near-shore sites);   5. In consultation with PA managers and other relevant stakeholders, completion of GEF 5 PA Management Effectiveness Tracking Tool (METT) for the overall PA System and for the following individual PA units: Central Forest Reserve; Brimstone Hill Fortress; Royal Basseterre Valley; Nevis Peak; The Narrows; and Sandy Point, with sufficiently detailed comments for each of the questions, both for the threat analysis section (with 12 categories of threats in all) and for METT Assessment scores (with 30 METT topics in all + bonus questions).   6. In connection with the METT, information on existing PA Unit functions and capacities, including:   + Survey of current site-level PA staff (# and location of staff; staff functions and training levels; etc.) and identification of priority training needs (e.g. eco-tourism development, outreach and education, enforcement, trail development, infrastructure maintenance, and ecological resource inventories);   + Assess PA infrastructure (roads, buildings, fences, etc.) and equipment (vehicles, boats, computers, field equipment) and their adequacy vis-à-vis required uses;   + Obtain information on PA budgets and flows of funds for each of the sites (to verify the national assessment);   + Assess site-level governance frameworks: Is there a PA board or council? How does it function? What is the PA management model? Who are the key stakeholders in PA management? Are they involved in or consulted on PA management decisions? What are the existing and prospective partnerships for PA management?   + Analysis of the barriers to the operationalisation of the PA system (per outline in the PIF)   **PPG Activity 3:** **Socio-Economic Analysis and Pre-Feasibility Studies for Demonstration Activities**  This activity will help to establish a baseline for Component 2 of the PIF. Information on the existing socio-economic conditions at the targeted project sites; on the potential for community participation in PA management, nature resource conservation, and other project activities; and pre-feasibility studies of project demonstration activities, will be carried out in order to ensure that project site activities fully involve and benefit local stakeholders and leverage the capacities and potential of these communities in the implementation of the full project. The baseline information will be a point of reference for measuring incremental benefits arising from the project both at midterm and at the end. Key sub-activities will therefore include the following:   * 1. Detailed socio-economic information on local communities including socio-economic status, existing livelihood sources, etc.;   2. Recommendations from local communities for engaging in PA co-management and in sustainable land management activities in areas adjacent to PAs;   3. Capacity needs assessment and capacity development strategy for local communities and groups (NGOs, CBOs, CSOs) to enable meaningful participation in PA co-management and adoption of improved SLM practices (e.g. LID practices, diving techniques, reef monitoring techniques, and inspection of moorings)   4. Pre-feasibility Studies to further define the scope of technical field activities to be carried out in partnership with local stakeholders, including identification of suitable sites (based on ecological conditions / importance, level of threat, potential positive impact, local capacities, etc.); identification of appropriate strategies, technologies, and equipment; assessment of required capacity building; and potential co-financing resources. Pre-feasibility Studies, with recommendations for strategies, activities, and budgets, will be carried out for:      + - Coral reef monitoring        - Control of invasive lionfish        - Low Impact Development (LID) practices   **PPG Activity 4:** **Definition of** **Project Strategy**  This activity (with inputs from activities 1-3) will finance the development of (i) a detailed project strategy, including incremental cost analysis, cost-effectiveness, and risks; (ii) a detailed logframe analysis; (iii) a detailed budget, and (iii) a detailed monitoring and evaluation plan. Consultation will be undertaken at both the national and site levels to reach consensus on the final project details. These activities will pave the way for effective and efficient implementation and also promote sustainability of the project’s goals. Activities will include:   * 1. Consultations with national and local government authorities, private sector actors, and civil society on the general understanding of the role of protected areas and buffer zones in biodiversity conservation and sustainable development in St. Kitts and Nevis. The consultations will provide inputs to design appropriate communications strategies for targeted audiences in the FSP and to confirm potential partners and financers for the FSP;   2. Detailed analysis of all project stakeholders (national and local level; governmental, non-governmental, private sector, community, etc.), and identification and confirmation of stakeholder roles and responsibilities in the full project;   3. Assessment of the alternatives to the project strategy and establishing the cost-effectiveness analysis of the preferred strategy and suite of activities;   4. Consultations with key stakeholders and experts to develop a Logical Framework specifying the project goal, objective, outcomes, and outputs; the project indicators (including baseline and target values); and the definition of project risks and corresponding risk mitigation measures;   5. National level validation of the final details of project outcomes, outputs and activities based on a logical framework analysis, and the results of the studies undertaken in activities 1 and 2. This will include further final validation of indicators and quantified targets;   6. Definition of the replication strategy for project activities;   7. Formulation of the project monitoring and evaluation plan and budget to track project progress and effectiveness;   8. Assessment of social, environmental, economic and financial sustainability of proposed project activities including gender aspects, conducted according to the [GEF Policy on Agency Minimum Standards on Environmental and Social Safeguards](http://www.thegef.org/gef/sites/thegef.org/files/documents/C.41.10.Rev_1.Policy_on_Environmental_and_Social_Safeguards.Final%20of%20Nov%2018.pdf) and the UNDP Environmental and Social Screening Procedure (UNDP ESSP). The gender assessment will be aligned with the UNDP’s Gender Equality Strategy (2008-2013). In this regard, UNDP is committed to ensure that gender equality is fully integrated into its entire program from the design to implementation and reports annually on its performance across the portfolio;   9. Detailed incremental-cost analysis as per GEF guidance: precise definition of baseline projects, activities, budgets, goals and co-financing links to GEF outcomes (including analysis of baseline investments relating to biodiversity and PA management by government, donors, and the non-governmental and private sectors); definition of GEF incremental value per outcome and output; presentation of results of the incremental cost-analysis in matrices;   10. Costing of the Project Outcomes and Outputs, and proposal for allocation of GEF and co-financing funds to cover those costs, in required GEF and UNDP budget formats; identification of co-financing sources and secured letters of co-financing commitment;   11. Participatory definition of the implementation arrangements for the FSP, including institutional arrangements to support project implementation and delineation of responsibilities and coordination mechanisms; costs of the project management unit; and inputs required for implementation (consultants and their terms of reference, equipment, travel, etc.)   *NB: Co-financing for the PPG activities has been secured from the Government of St. Kitts and Nevis. All other project partners and co-financers will be involved in the project design phase through one-on-one consultations, working group meetings, and participating in project development workshops.* | | | | | |
| **List of Proposed Project Preparation Activities** | **Output of the PPG Activities** | **Trust Fund** | **Grant Amount**  **(a)** | **Co-financing (b)** | **Total**  **c = a+b** |
| 1. Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management | * Baseline assessment of policy, legal/regulatory, and institutional frameworks for PA management, and recommendations for related project activities * Capacity assessment and capacity development strategy for PA Management, and completed UNDP Capacity Development Scorecard * Summary analysis of baseline investments with respect to the environment sector in general, and PA management in particular * Analysis of current and projected PA financing; completed PA Financial Sustainability Scorecard; description of barriers to improved PA financing; and recommendations for project activities to remove barriers * A set of relevant co-financing letters for the project whose total amount meets the target proposed in the PIF | GEF TF | 22,500 | 80,000 | 102,500 |
| 2. Project Site profiling and detailed baseline information analysis | * Report on ecological conditions at targeted PA units and adjacent areas, including maps, assessment of biodiversity and ecosystem services, land / resource uses, potential global environmental benefits, and threats to biodiversity and ecosystem services * GEF BD Tracking Tool, including the Management Effectiveness Tracking Tool (METT) and threat assessments, completed for all PAs included in the project * Baseline report on management effectiveness at the PA Unit level, including capacities, resources, procedures, financing, etc., and barriers to improved management | GEF TF | 17,225 | 101,314 | 118,539 |
| 3. Socio-Economic Analysis and Pre-Feasibility Studies for Demonstration Activities | * Report on communities and other stakeholders located within or adjacent to PAs, including socio-economic conditions; capacities and capacity needs; interests and potential roles in project * Pre-feasibility studies for technical field activities with local stakeholders | GEF TF | 0 | 52,500 | 52,500 |
| 4. Definition of Project Strategy | * Detailed project strategy, including i) incremental cost analysis, cost-effectiveness, and risks; ii) a detailed log frame analysis; iii) a detailed budget, and iv) a detailed monitoring and evaluation plan * Letters of co-financing commitment | GEF TF | 25,000 | 40,000 | 65,000 |
| **Total Project Preparation Financing** | |  | **64,725** | **273,814** | **338,539** |

**C. FINANCING PLAN SUMMARY FOR PROJECT PREPARATION GRANT: ($)**

|  |  |  |
| --- | --- | --- |
|  | **Project Preparation** | **Agency Fee** |
| **Grant Amount** | 64,725 | 6,473 |
| **Co-Financing** | 273,814 |  |
| **Total** | **338,539** | **6,473** |

**D. PPG AMOUNT REQUESTED BY AGENCY(IES), FOCAL AREA(S) AND COUNTRY(IES)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Trust Fund** | **GEF Agency** | **Focal Area** | **Country Name/Global** | **(in $)** | | |
| **PPG (a)** | **Agency Fee (b)** | **Total**  **c = a+ b** |
| GEF TF | UNDP | Biodiversity | Saint Kitts and Nevis | 64,725 | 6,473 | 71,198 |
| **Total PPG Amount** | | | | **64,725** | **6,473** | **71,198** |

**E. PPG BUDGET**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Cost Items\*** | **Total Estimated Person Weeks for Grant (PW)** | **Grant Amount ($)** | **Co-financing ($)** | **Total ($)** |
| Local consultants\* | 28 | 21,600 | 3,600 | 25,200 |
| International consultants\* | 10 | 30,000 | 0 | 30,000 |
| Travel |  | 13,125 | 4,127 | 17,252 |
| Contractual Services\*\* |  | 0 | 30,000 | 30,000 |
| Consultations and Validation Processes\*\*\* |  | 0 | 25,000 | 25,000 |
| Government In-Kind Contributions\*\*\*\* |  | 0 | 201,087 | 201,087 |
| Miscellaneous |  | 0 | 10,000 | 10,000 |
| **Total PPG Budget** |  | **64,725** | **273,814** | **338,539** |

\* Figures for consultants are the sum of all of the local and international consultants presented in Annex A. Co-financing resources will cover the costs of Community Assessment and Participation expert.

\*\* Costs of pre-feasibility studies for coral reef monitoring; control of invasive lionfish; and Low Impact Development (LID) practices

\*\*\* Includes all stakeholder consultations, document validation meetings, and other national and local level consultative meetings

\*\*\*\* Government's in-kind contribution to PPG implementation in the form of staff time, provision of office space and equipment, hosting of meetings, etc.

**F. GEF Agency Certification**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| This request has been prepared in accordance with GEF policies and procedures and meets the GEF LDCF/SCCF Trust Fund criteria for project identification and preparation. | | | | | |
| Agency Coordinator, Agency Name | Signature | Date  *(Month, day, year)* | Project Contact Person | Telephone | Email Address |
| Yannick Glemarec, UNDP/GEF Executive Coordinator | YG Signature | October 10, 2012 | Jose Vicente Troya | 302-4636 | [jose.troya@undp.org](mailto:jose.troya@undp.org) |

**Annex A: Consultants Financed by the Project Preparation Grant (PPG)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Type of Consultant** | **Position / Titles** | **$/Person Week** | **Estimated PWs** | **Tasks to be Performed** |
| Local / Regional | Protected Areas Governance Expert | 900 | 12 | The consultant will be responsible for carrying out the tasks related to PPG Activity 1 (Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management). In addition, the consultant will be responsible for sub-activities 4.1 and 4.2 under PPG Activity 4. Refer to detailed activity and sub-activity descriptions in Section B above.  The tasks will be carried out in close collaboration with the Ministry of Sustainable Development (MSD), in particular the Department of Physical Planning and Environment (DPPE) with MSD, which has the primary responsibility for the management of all PAs; and with a number of other stakeholders mentioned in the PIF, such as the Ministry of Justice and Legal Affairs (MJLA), which is responsible for all environment related legislation and regulations.  Through these activities, the consultant will be pivotal in the mobilisation of co-financing for the project and in raising awareness among key conservation stakeholders on the project and its objectives and strategy.  Key products will include:   * Baseline assessment of policy, legal/regulatory, and institutional frameworks for PA management, and recommendations for related project activities * Capacity assessment and capacity development strategy for PA Management, and completed UNDP Capacity Development Scorecard * Summary analysis of baseline investments with respect to the environment sector in general, and PA management in particular * Analysis of current and projected PA financing; completed PA Financial Sustainability Scorecard; description of barriers to improved PA financing; and recommendations for project activities to remove barriers * A set of relevant co-financing letters for the project whose total amount meets the target proposed in the PIF * Detailed analysis of all project stakeholders and of stakeholder roles and responsibilities in the full project; * Communications strategies for targeted audiences in the FSP |
| Local / Regional | Protected Areas,  Ecosystems and Biodiversity Expert | 900 | 12 | The consultant will be responsible for carrying out the tasks related to PPG Activity 2 (Project Site profiling and detailed baseline information analysis). In addition, the consultant will be responsible for sub-activity 3.4 under PPG Activity 3. Refer to detailed activity and sub-activity descriptions in Section B above.  The tasks will be carried out in close collaboration with the Ministry of Sustainable Development (MSD), in particular the Department of Physical Planning and Environment (DPPE) with MSD, which has the primary responsibility for the management of all PAs; and with a number of other stakeholders mentioned in the PIF, such as the Ministry of Agriculture and Marine Resources (MAMR), whose Department of Fisheries is responsible for coral reef monitoring and conservation; and the Ministry of Health and Environment, which conducts water quality monitoring.  Through these activities, the consultant will be pivotal in establishing baseline information for the design of project field interventions related to protected areas management and expansions and the implementation of sustainable land management practices.  Key products will include:   * Report on ecological conditions at targeted PA units and adjacent areas, including maps, assessment of biodiversity and ecosystem services, land / resource uses, potential global environmental benefits, and threats to biodiversity and ecosystem services * GEF BD Tracking Tool, including the Management Effectiveness Tracking Tool (METT) and threat assessments, completed for all PAs included in the project * Baseline report on management effectiveness at the PA Unit level, including capacities, resources, procedures, financing, etc., and barriers to improved management * Pre-feasibility studies for the following technical field activities:   + - * Coral reef monitoring       * Control of invasive lionfish       * Installation of fish aggregating devices (FADs)       * Water quality monitoring systems       * Low Impact Development (LID) practices |
| Local / Regional | Community Assessment and Participation Expert | 900 | 4 | ***This post will be fully funded with co-financing resources***  The consultant will be responsible for carrying out the tasks community assessment and participation tasks (sub-activities 3.1 – 3.3) under PPG Activity 3 (Socio-Economic Analysis and Pre-Feasibility Studies). Refer to detailed activity and sub-activity descriptions in Section B above.  The tasks will be carried out in close collaboration with the Ministry of Sustainable Development (MSD), as well as the Ministry of Agriculture and Marine Resources (MAMR), wherein the Department of Fisheries is responsible for fisheries management and the Department of Agriculture oversees agricultural production, including regulations and outreach and training for farmers, and on the island of Nevis, the Ministry of Agriculture, Lands, Housing, Co-operatives and Fisheries, which includes Departments of Agriculture and Fisheries with similar functions.  Through these activities, the consultant will be pivotal in raising awareness among key conservation stakeholders on the project and its objectives and strategy.  Key products will include:   * Detailed socio-economic information on local communities including socio-economic status, existing livelihood sources, etc.; * Recommendations from local communities for engaging in PA co-management and in sustainable land management activities in areas adjacent to PAs;   Capacity needs assessment and capacity development strategy for local communities and groups (NGOs, CBOs, CSOs) to enable meaningful participation in PA co-management and adoption of improved SLM practices (e.g. LID practices, diving techniques, reef monitoring techniques, and inspection of moorings) |
| Inter-national | Protected Areas and Strategic Planning Specialist | 3000 | 10 | Through at least two missions to St. Kitts and Nevis, and support from home base, the International Protected Areas and Strategic Planning Specialist will closely coordinate with the national specialists to perform the following tasks.  **Tasks for General Support and Coordination of National PPG Team**   * Provide overall orientation to PPG team in relation to GEF requirements and international best practices for project planning and monitoring; * Provide the national PPG team and key project stakeholders (in particular the project executing agency, the Ministry of Sustainable Development) with guidance on methodologies for baseline data collection and collation; * Review, provide feedback, and validate the results of the studies undertaken and recommendations made by the PPG team members, as well as information provided by national stakeholders, checking for the technical feasibility, cost-effectiveness and incrementality of proposed FSP activities * Provide guidance and orientation on indicators and quantified targets to track project progress and effectiveness; * Participate in relevant consultation processes when in country   **Tasks by PPG Activity**  PPG Activity 1: Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management   * Provide advice on preparing baseline assessments on policy, legal/regulatory, and institutional frameworks for PA management, as well as on analysing current and projected PA financing * Provide advice on the analysis of baseline investments with respect to the environment and particularly to PA management   PPG Activity 2: Project Site profiling and detailed baseline information analysis   * Provide inputs on specific proposed PA management activities for the FSP, such as management planning, zoning, partnerships, PA management capacity building, landscape-wide planning, and PA financing * Provide technical guidance on the scope of information required for the report on ecological conditions at targeted PA units and adjacent areas * Provide guidance on the use of the GEF BD Tracking Tool, and review the completed tracking tool   PPG Activity 4. Definition of Project Strategy:  Working in collaboration with national specialists and stakeholders) provide expertise and guide the creation of the detailed project strategy, including:   * Alternatives to project strategy; cost-effectiveness of project strategy * Logical framework analysis, including project indicators and a risk assessment and mitigation strategy for proposed FSP activities * Detailed description of project outcomes, outputs and activities, and description of replication strategy * Monitoring and evaluation plan (including M&E budget) * Assessment of social, economic and financial sustainability of proposed project activities, including gender aspects * Incremental cost analysis * Detailed budgets (in required formats) * Terms of reference for key project staff and contractors * Submit required documentation (UNDP Prodoc and GEF Endorsement Request) and lead the process to revise and finalize documents in response to comments from UNDP and GEF |

**Total Budget and Work Plan -** Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones

|  |  |
| --- | --- |
| **Award ID:** | 00072529 |
| **Award Title:** | Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones |
| **Business Unit:** | BRB10 |
| **Project Title:** | Conserving Biodiversity and reducing habitat degradation in Protected Areas and their Buffer Zones |
| **Project ID:** | PIMS 5088; Project ID: 00072529 |
| **Implementing Partner** | Ministry of Sustainable Development |

Suggested Budget lines

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **GEF Outcome/Atlas Activity** | **Responsible Party** | **Fund ID** | **Donor Name** | **Atlas Budgetary Account Code** | **ATLAS Budget Description** | **Amount Year 1 (USD)** |
| **OUTCOME 1:**   * Analysis of Policy, Legal, Institutional and Financial Frameworks for System-wide PA Management; * Project Site profiling and detailed baseline information analysis; * Socio-Economic Analysis and Pre-Feasibility Studies; * Definition of Project Strategy | **GoSL** | **62000** | **GEF** | 71200 | International Consultants | 30,000 |
| 71300 | Local Consultants | 21,600 |
| 71600 | Travel | 13,125 |
|  |  |  |  | **PROJECT TOTAL** | **64,725** |